

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Novato Fire Protection District  
Novato, California

### ***Report on Financial Statements***

We have audited the accompanying financial statements of the governmental activities and major fund of the Novato Fire Protection District (District), California, as of and for the year ended June 30, 2020, 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 the 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. 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 the major fund of the District as of June 30, 2020, 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 and other Required Supplementary Information Section 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 District's basic financial statements. The Introductory Section and Statistical Section listed in the Table of Contents are presented for purposes of additional analysis and are not a required part of the basic financial statements

The Introductory and Statistical Sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

*Maze + Associates*

Pleasant Hill, California  
November 19, 2020



# **NOVATO FIRE DISTRICT**

**95 ROWLAND WAY, NOVATO, CA 94945 415.878.2690 - FAX 415.878.2660  
WWW.NOVATOFIRE.ORG**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

The Management's Discussion and Analysis (MD&A) provides an overview of the District's financial activities for the fiscal year ended June 30, 2020. The MD&A describes the significant changes from the prior year 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 conditions that are expected to impact the financial position of the District. The reader is encouraged to consider the information presented here in conjunction with the additional information furnished in the Letter of Transmittal.

## **FINANCIAL HIGHLIGHTS**

### **GOVERNMENT-WIDE**

- The District ended its fiscal year with a net position of \$17,305,905
- The total Program Expenses were \$28,736,240
- The total Program Revenues were \$3,593,427
- The total General Revenues were \$29,982,116
- The change in Net Position represents an increase of \$4,839,303 in revenues over expenses.

### **GENERAL FUND**

- The General Fund revenues exceeded expenditures by \$4,630,627
- The actual resources received in the General Fund exceeded final budget by \$366,596, while actual expenditures were less than final budget by \$4,024,805.
- At the end of the fiscal year, unassigned fund balance for the General Fund was \$9,139,010 or 32% of General Fund expenditures.

## **ANNUAL REPORT OVERVIEW**

This annual report consists of a series of financial statements. The District's basic financial statements are comprised of three components: Government-wide financial statements, Fund financial statements and Notes to the basic financial statements. This report also contains supplementary information and statistical data in addition to the basic financial statements.

### **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The government-wide financial statements provide the reader with a longer term view of the District's finances as a whole and includes the Statement of Net Position and Statement of Activities. The manner of presentation is similar to a private sector business

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

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. 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 expenses on the full accrual basis, with the emphasis on measuring net revenues or expenses of each specific program. This statement explains in detail the change in Net Position for the year.

All of the activities in the government-wide financial statements are principally supported by property taxes, ambulance service fees, and inspection fees. The government activities of the District include general government and interest on long-term debt.

The government-wide financial statements use the full accrual basis of accounting method which records revenues when earned and expenses at the time the liability is incurred, regardless of when the related cash flows take place.

The government-wide financial statements can be found on pages 14 to 15 of this report.

### GOVERNMENTAL FUND FINANCIAL STATEMENTS

The governmental fund financial statements provide more detailed information about the District's Governmental Fund, focusing primarily on the short-term activities of the organization. The Governmental Fund Financial Statements measure only current revenues and expenditures and fund balances, excluding capital assets, long-term debt and other long-term obligations.

All of the District's basic services are considered to be governmental activities. Novato Fire Protection District's services are supported by general District revenues such as property taxes, intergovernmental revenues (primarily state reimbursements for out of county incident responses and emergency medical transports), ambulance service fees, and inspection fees.

Government 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 method, which measures cash and all other financial assets that can readily be converted to cash. 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. The relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is itemized in a reconciliation following the fund financial statements on page 17.

**Notes to the Basic Financial Statements:** The notes provide additional information that is essential to the reader for a full understanding of the data provided in the Government-wide and Fund Financial Statements.

**MANAGEMENT’S DISCUSSION AND ANALYSIS**  
**(Continued)**

**Other Information:** In addition to the Basic Financial Statements and accompanying notes, this report also presents certain Required Supplementary Information such as Budgetary Comparison Schedules and a Statistical Section, providing financial tables conforming to GASB 44 standard requirements and historical trend data on the District.

**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 (Tables 1 and 2), as presented in the Government-Wide Statement of Net Position and Statement of Activities that follow:

Table 1  
Condensed Statement of Net Position  
As of June 30, 2020 and 2019  
(in thousands)

	Governmental Activities		
	2020	2019	Increase (decrease)
Current assets	\$ 27,047	\$ 22,883	\$ 4,164
Net capital assets	17,058	16,965	93
Total assets	44,105	39,848	4,257
Deferred outflows	11,492	9,738	1,754
Current liabilities	3,951	4,454	(503)
Non-current liabilities	31,413	29,065	2,348
Total liabilities	35,364	33,519	1,845
Deferred inflows	2,927	3,600	(673)
Net Position:			
Net investment in capital assets	14,944	14,328	616
Unrestricted	2,362	(1,861)	4,223
<b>Total Net Position</b>	<b>\$ 17,306</b>	<b>\$ 12,467</b>	<b>\$ 4,839</b>

The following explains the major points impacting net position as shown in Table 1:

- Current assets increased by approximately \$4,164,000 or 18%, due primarily to the increase in cash and cash equivalents resulting from revenues exceeding expenses.
- Net capital assets increased by approximately \$93,000 or 1% due primarily to acquisition of rescue pumper and construction-in-progress of training tower (\$1,017,000) offset by depreciation for the year (\$1,207,000).

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

- Deferred outflows increased by approximately \$1,754,000 or 18%, due to an increase in the proportionate share of the collective deferred outflows allocated to the District (for experience, assumption changes, proportion changes, and contribution differences) and the difference between the District's actual contributions and proportionate share of collective employer contributions that will be recognized over the average future working life of all active and inactive members (\$1,928,000). This increase was offset by a decrease in deferred outflows for OPEB, primarily due to a year-over-year decrease in the District's OPEB contributions (\$174,000). These contributions were made subsequent to the June 30, 2019 measurement date and will be recognized as a reduction of the OPEB liability in the year ended June 30, 2021.
- Current liabilities decreased by approximately \$503,000 or 11%, primarily due to a decrease in accounts payable and payroll payable resulting from lower expense accruals relative to the prior fiscal year.
- Non-current liabilities increased by approximately \$2,348,000 or 8%, due primarily to increases in Net Pension Liability (\$5,382,000) offset by decreases in Net OPEB Liability (\$2,378,000), notes and loan payable to bank (\$536,000), and non-current portion of Workers Compensation claims (\$120,000).
- Deferred inflows decreased by approximately \$673,000 or 19%, due to a decrease in deferred inflows related to pension allocated to the District for experience, assumption changes, investment returns, proportion changes, and contribution differences (\$1,456,000), offset by an increase in deferred inflows related to OPEB for experience gains and investment gains in the GASB 75 report measurement period ending June 30, 2019 that will be recognized in future reporting periods (\$783,000).
- Net investment in capital assets increased by approximately \$616,000 or 4%, due primarily to a reduction in related debt (\$523,000) and an increase in net capital assets (\$93,000).
- Unrestricted net position increased by approximately \$4,223,000, due to the change in net position (\$4,839,000) offset by an increase in net investment in capital assets (\$616,000).

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

Table 2  
Condensed Statement of Activities  
For the Years Ended June 30, 2020 and 2019  
(in thousands)

	Governmental Activities		
	2020	2019	Increase (decrease)
<b>Expenses</b>			
Personnel	\$ 23,546	\$ 19,975	\$ 3,571
Material and services	3,931	3,989	(58)
Depreciation	1,207	1,291	(84)
Interest on debt	52	66	(14)
Total expenses	<u>28,736</u>	<u>25,321</u>	<u>3,415</u>
<b>Program revenues</b>			
Charges for services	3,593	3,895	(302)
Total program revenues	<u>3,593</u>	<u>3,895</u>	<u>(302)</u>
Net program expense	25,143	21,426	3,717
<b>General revenues</b>			
Property taxes	28,061	27,021	1,040
Investment earnings	383	268	115
Grants	83	84	(1)
Miscellaneous	1,455	574	881
Total general revenues	<u>29,982</u>	<u>27,947</u>	<u>2,035</u>
Change in Net Position	4,839	6,521	(1,682)
Net Position - beginning of year	<u>12,467</u>	<u>5,946</u>	<u>6,521</u>
<b>Net Position - end of year</b>	<u>\$ 17,306</u>	<u>\$ 12,467</u>	<u>\$ 4,839</u>

The following describes the major points impacting the Statement of Activities as shown in Table 2:

- Personnel expenses increased by approximately \$3,571,000 or 18%, primarily due to increases in the net pension liability and related deferred inflows and outflows and net OPEB liability and related deferred inflows and outflows (\$3,990,000) offset by a decrease in salaries and benefits (\$419,000).
- Material and services decreased by approximately \$58,000 or 1%, due primarily to reductions in turnout gear purchases, facilities repair costs, and outside assistance costs.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

### **(Continued)**

- Charges for services decreased by approximately \$302,000 or 8%, primarily due to decreases in GEMT revenue reimbursements received (\$62,000), discontinuation of MERA and outside agency EMS billing service revenue (\$92,000), lower OES reimbursements for out of county incidents (\$51,000), and deferral of ambulance service fees that are unavailable as revenue in the fiscal year (\$156,000) offset by an increase in ambulance service fees (\$38,000).
- Property taxes increased by \$1,040,000 or 4%, primarily due to increases in assessed real estate valuations and secured property taxes (\$393,000), special taxes (\$227,000), return of excess Educational Revenue Augmentation Fund (ERAF) contributions (\$209,000), and residuals from redevelopment agencies (\$179,000).

### **FUND FINANCIAL STATEMENTS**

The fund financial statements provide detailed information about the District's general fund.

The fund financial statements provide a short-term view of the District's operations. They are reported using an accounting basis called modified accrual which reports cash and other short-term assets and liabilities (receivables and payables) that will soon be converted to cash or will soon be paid with cash.

As shown on page 18, the government fund balance increased by \$4,638,527. The increase was due primarily to lower expenditures resulting from decreases in employee benefits costs (overtime, retirement, and health insurance contributions) and delayed capital expenditures.

On page 19, there is reconciliation from the modified-accrual net change in fund balance reported in the Statement of Revenues, Expenditures and Changes in Fund Balance for the governmental fund to the full-accrual change in net position of the Statement of Activities.

### **GENERAL FUND BUDGETARY HIGHLIGHTS**

During the year there was a decrease in General Fund appropriations of approximately \$375,000 or 1%, between the original and final amended budget. The decrease was principally due to reductions in salaries and benefits (\$393,000).

Significant variances between final amended budget and actual include approximately \$396,000 positive variance for secured property taxes and property taxes attributable to increases from excess ERAF and residuals from redevelopment agencies, \$509,000 positive variance in charges for services, primarily due to higher ambulance service fees, \$1,655,000 in positive variances from salaries and benefits resulting primarily from savings on regular salaries (\$251,000), overtime (\$412,000), retirement (\$263,000), health insurance (\$447,000), vacation and sick leave buyback (\$232,000), \$376,000 positive variance on services and supplies, and \$1,971,000 positive variance on capital outlay due to delayed capital expenditures.



**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

Additional details comparing budget to actual are shown on page 51.

**CAPITAL ASSETS**

As of June 30, 2020, the District had approximately \$17,058,000 in net capital assets.

Table 3  
Capital Assets  
As of June 30, 2020 and 2019  
(in thousands)

	Governmental Activities		
	2020	2019	Increase (decrease)
<b>Nondepreciable capital assets:</b>			
Land	\$ 3,028	\$ 3,028	\$ -
Construction in progress	310	48	262
Total nondepreciable capital assets	3,338	3,076	262
<b>Depreciable capital assets:</b>			
Buildings and improvements	20,179	20,159	20
Equipment	3,944	3,819	125
Apparatus and vehicles	8,453	7,843	610
Total depreciable capital assets	32,576	31,821	755
Less accumulated depreciation	(18,856)	(17,932)	(924)
<b>Capital Assets, net</b>	<b>\$ 17,058</b>	<b>\$ 16,965</b>	<b>\$ 93</b>

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are reported at fair market value as of the date contributed. Depreciation is a systematic approach to allocate the cost of capital assets over their estimated useful lives. The District has adopted a 30 year life for its buildings, 15 years for fire apparatus, 10 years for ambulances, 5 years for other motor vehicles, and 3-10 years for furniture, fixtures, and equipment. Additional details about capital assets are shown in Notes 1 and 3 in the financial statements.

**MANAGEMENT’S DISCUSSION AND ANALYSIS**  
**(Continued)**

**DEBT ADMINISTRATION**

As of June 30, 2020, the District had approximately \$2,114,000 in outstanding debt (see Table 4).

Table 4  
Outstanding Debt  
As of June 30, 2020 and 2019  
(in thousands)

	Governmental Activities		
	2020	2019	Increase (decrease)
Notes payable	\$ 2,114	\$ 2,637	\$ (523)
<b>Total debt</b>	<b>\$ 2,114</b>	<b>\$ 2,637</b>	<b>\$ (523)</b>

In 2013 the District borrowed \$2,135,000 to refinance the debt on the administration building, and in 2015 it borrowed \$3,000,000 to finance the construction of Station 64. The notes payable on the administration building and Station 64 are scheduled to be paid off in 2023 and 2024, respectively.

Additional details about long term debt are disclosed in Notes 4 and 5.

**ECONOMIC OUTLOOK**

2020 was a year of unprecedented events, which witnessed the outbreak of the COVID-19 global pandemic, a series of record wildfires across California, civil unrest and political upheaval, partisan divide over economic stimulus and relief packages, and uncertainty on economic, monetary, and healthcare policy following the November election. Certain sectors of the economy have fared better than others during the pandemic. The shelter-in-place orders have had a significant impact on small businesses, restaurants, hotels, travel, and tourism. This has resulted in the loss of sales taxes, tourist occupancy taxes, and business taxes which has negatively impacted many city and local governments. Since Novato Fire District is funded primarily through property tax revenues, we have not experienced such immediate financial impacts since the real estate market has remained surprisingly strong and resilient. The strong demand for housing can be attributed to high rental costs, low interest rates, tight housing supply, and the ability of remote workers to leave high cost areas such as San Francisco or the Bay Area in favor of lower cost rural and suburban areas such as Marin County. Whether this trend will continue remains to be seen and depends on recovery of those jobs and businesses lost during the pandemic, housing supply, and interest rates.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

### **(Continued)**

After sharply declining at the onset of the pandemic and shelter-in-place orders, the stock market has steadily recovered. Much of the rebound has been fueled by tech companies, online consumer goods, pharmaceutical, and subscriber and service companies that benefit from the large numbers of remote workers. While most tech and office jobs that can be done remotely have fared well, other customer and service-oriented businesses such as restaurants, movie theaters, and brick-and-mortar shops have experienced significant impacts to their businesses, which in some cases has resulted in permanent closures. Many economists are predicting a slow recovery through the fall and winter of the coming fiscal year as cases are expected to rise leading to the potential of shutdowns. This would further strain these businesses and possibly force more out of business. This is expected to continue until a vaccine becomes widely available and distributed, which is not expected to occur until mid-2021. The potential for permanent losses in small businesses and service jobs could lead to structural changes with ripple effects to the greater economy that are not clear at this point. This in turn could have negative effects on the housing market in the next few years and possibly lead to financial burdens for homeowners. Any impacts to property tax revenues are expected to lag the rest of the economy.

Many economists are predicting will we see modest growth in GDP in the second half of 2021 as the vaccine rolls out. However, there is still a risk that the stock market could decline, especially if more lockdowns are required and there are delays in getting the vaccine widely distributed to a significant portion of the population. Any declines in the stock market could adversely impact the District's retirement and retiree healthcare costs. While the stock market has rebounded to new highs, much of these gains have come from tech and pharmaceutical companies that carry a higher level of risk. The District's retirement fund with Marin County Employees Retirement Association (MCERA) is limited in the level of risk it can assume in its investments, since its primary objective is preservation of capital and stable returns over the long term, and lower risk investments tend to have lower returns. At its board meeting in November of 2020, MCERA's retirement board recommended a reduction in the discount or long-term expected rate of return on its plan assets from 7.00% to 6.75%. This quarter percentage point decrease is estimated to increase our annual required contributions anywhere between 1.5% and 2.1%. We expect a similar reduction in the discount rate used by CalPERS to value our Other Post-Employment Benefits liability (OPEB or retiree healthcare) trust fund when it completes its next valuation.

Given the difficulty in predicting how all of these factors will unfold over the next few years, the District believes the best course of action is to continue its policy of fiscal responsibility by closely monitoring and reviewing all areas where we can reduce costs and/or increase revenues. We will continue to maintain appropriate financial reserves in accordance with our commitment to pay down our unfunded retirement liabilities while providing for facilities and infrastructure needs, apparatus replacement, and equipment needs to ensure our crews have the tools they need to maintain a high level of service to our community.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

**REQUESTS FOR INFORMATION**

This financial report is designed to provide our citizens, taxpayers and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the funds under its stewardship.

Please address any questions about this report or requests for additional financial information to the address on our letterhead.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bill Tyler", with a horizontal line extending to the right.

Bill Tyler, CFO  
Fire Chief

## **Basic Financial Statements**

NOVATO FIRE PROTECTION DISTRICT  
STATEMENT OF NET POSITION  
AS OF JUNE 30, 2020

	<u>Governmental Activities</u>
<b>ASSETS</b>	
CURRENT ASSETS	
Cash and cash equivalents (Note 2)	\$26,115,951
Receivables:	
Due from other governments	62,475
Ambulance service fees, net allowance for doubtful accounts of \$3,228,934	374,465
Property taxes	329,761
Prepaid items	164,396
Total current assets	<u>27,047,048</u>
NON-CURRENT ASSETS	
Land and construction-in-progress (Note 3)	3,337,826
Depreciable capital assets, net (Note 3)	13,720,178
Total non-current assets	<u>17,058,004</u>
Total assets	<u>44,105,052</u>
<b>DEFERRED OUTFLOWS</b>	
Deferred outflows related to pension (Note 8)	10,118,170
Deferred outflows related to OPEB (Note 9)	1,373,936
Total Deferred Outflows	<u>11,492,106</u>
<b>LIABILITIES</b>	
CURRENT LIABILITIES	
Accounts payable	240,567
Accrued expense	170,899
Interest payable	11,929
Notes and loan payable to bank (Note 4)	535,866
Compensated absences (Note 1)	2,785,117
Workers' compensation claims (Note 10)	206,819
Total current liabilities	<u>3,951,197</u>
NON-CURRENT LIABILITIES	
Notes and loan payable to bank (Note 4)	1,578,009
Workers' compensation claims (Note 10)	1,219,481
Net Pension liability (Note 8)	21,010,830
Net OPEB liability (Note 9)	7,604,284
Total non-current liabilities	<u>31,412,604</u>
Total liabilities	<u>35,363,801</u>
<b>DEFERRED INFLOWS</b>	
Deferred inflows related to pension (Note 8)	2,019,607
Deferred inflows related to OPEB (Note 9)	907,845
Total Deferred Inflows	<u>2,927,452</u>
<b>NET POSITION (Note 1)</b>	
Net investment in capital assets	14,944,129
Unrestricted	2,361,776
Total net position	<u>\$17,305,905</u>

See accompanying notes to financial statements

NOVATO FIRE PROTECTION DISTRICT  
STATEMENTS OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2020

	<b>Governmental Activities</b>					
	Total	Emergency Medical Services	Risk Reduction Prevention and Mitigation	Operations	Organizational Resources & Support	Training
<b>EXPENSES</b>						
Personnel	\$23,546,496	\$7,498,179	\$917,169	\$10,541,102	\$4,152,186	\$437,860
Material and services	3,930,771	244,057	204,037	219,449	3,228,448	34,780
Depreciation	1,207,338	71,405		535,892	600,041	
Interest on debt and fiscal charges	51,635				51,635	
Total expenses	<u>28,736,240</u>	<u>7,813,641</u>	<u>1,121,206</u>	<u>11,296,443</u>	<u>8,032,310</u>	<u>472,640</u>
<b>PROGRAM REVENUES:</b>						
Charges for services	<u>3,593,427</u>	<u>3,017,070</u>	<u>44,304</u>	<u>532,053</u>		
Net program expense	<u>25,142,813</u>	<u>\$4,796,571</u>	<u>\$1,076,902</u>	<u>\$10,764,390</u>	<u>\$8,032,310</u>	<u>\$472,640</u>
<b>GENERAL REVENUES</b>						
Property taxes	28,060,993					
Investment earnings	383,197					
Grants not restricted to specific programs	82,915					
Miscellaneous	<u>1,455,011</u>					
Total general revenues	<u>29,982,116</u>					
Change in net position	4,839,303					
NET POSITION-BEGINNING OF THE YEAR	<u>12,466,602</u>					
NET POSITION-END OF THE YEAR	<u>\$17,305,905</u>					

See accompanying notes to financial statements

NOVATO FIRE PROTECTION DISTRICT  
BALANCE SHEET  
GOVERNMENTAL (GENERAL) FUND  
JUNE 30, 2020

**ASSETS**

Cash and cash equivalents (Note 2)	\$26,115,951
Receivables:	
Due from other government	62,475
Ambulance service fees, net allowance for doubtful accounts of \$3,228,934	374,465
Property taxes	329,761
Prepaid items	<u>164,396</u>
Total assets	<u><u>\$27,047,048</u></u>

**LIABILITIES**

Accounts payable	\$240,567
Accrued liabilities	<u>170,899</u>
Total liabilities	<u><u>411,466</u></u>

**DEFERRED INFLOWS OF RESOURCES**

Unavailable revenue	<u>485,848</u>
Total Deferred Inflows of Resources	<u><u>485,848</u></u>

**FUND BALANCE**

Nonspendable (Note 6)	164,396
Committed (Note 6)	4,199,942
Assigned (Note 6)	12,646,386
Unassigned	<u>9,139,010</u>
Total fund balance	<u><u>26,149,734</u></u>
Total liabilities, deferred inflows of resources and fund balance	<u><u>\$27,047,048</u></u>

See accompanying notes to financial statements



NOVATO FIRE PROTECTION DISTRICT  
 Reconciliation of the  
 GOVERNMENTAL (GENERAL) FUND - BALANCE SHEET  
 with the  
 STATEMENT OF NET POSITION  
 JUNE 30, 2020

Total fund balances reported on the governmental fund balance sheet	\$26,149,734
<p>Amounts reported for Governmental Activities in the Statement of Net Position are different from those reported in the Governmental Funds above because of the following:</p>	
Capital assets used in Governmental Activities are not current assets or financial resources and therefore are not reported in the Governmental Funds.	17,058,004
Ambulance service, property tax receivable and intergovernmental, that are not available to pay current period expenditures and therefore are deferred in the balance sheet.	485,848
Certain liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Funds Balance Sheet.	
Notes payable	(2,113,875)
Interest payable	(11,929)
Compensated absences payable	(2,785,117)
Workers compensation claims	(1,426,300)
Deferred outflow related to pension	10,118,170
Net pension liability	(21,010,830)
Deferred inflow related to pension	(2,019,607)
Deferred outflow related to OPEB	1,373,936
Net OPEB liability	(7,604,284)
Deferred inflow related to OPEB	(907,845)
NET POSITION OF GOVERNMENTAL ACTIVITIES	\$17,305,905

See accompanying notes to basic financial statements

NOVATO FIRE PROTECTION DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL (GENERAL) FUND  
FOR THE YEAR ENDED JUNE 30, 2020

REVENUES:

Property taxes	\$28,032,082
Charges for services	3,070,287
Interest income	383,197
Intergovernmental	1,880,692
Miscellaneous	189,287
Total Revenues	33,555,545

EXPENDITURES:

Current:	
Public Safety	
Salaries and benefits	23,108,627
Services and supplies	3,828,948
Capital outlay	1,409,700
Debt service	
Principal	523,495
Interest and fiscal charges	54,148
Total Expenditures	28,924,918

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	4,630,627
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OTHER FINANCING SOURCES	
Proceeds from sale of capital assets	7,900
Total Other Financing Sources	7,900

NET CHANGE IN FUND BALANCE	4,638,527
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Fund balance at beginning of year	21,511,207
Fund balance at end of year	\$26,149,734

See accompanying notes to basic financial statements

NOVATO FIRE PROTECTION DISTRICT  
 Reconciliation of the  
 NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUND  
 with the  
 STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED JUNE 30, 2020

The schedule below reconciles the Net Change in Fund Balances reported on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance, which measures only changes in current assets and current liabilities on the modified accrual basis, with the Change in Net Position of Governmental Activities reported in the Statement of Activities, which is prepared on the full accrual basis.

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS \$4,638,527

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

Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives and reported as depreciation expense.

The capital outlay expenditures are therefore added back to fund balance	1,409,700
Non-capitalized expenditures are reduced from fund balance	(109,723)
Depreciation expense is deducted from the fund balance	(1,207,338)

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):

Unavailable revenue	19,998
Compensated absences	(19,702)
Net OPEB liability and related deferred inflows and outflows	1,420,998
Workers' compensation claims	158,700
Net pension liability and related deferred inflows and outflows	(1,997,865)

Debt principal transactions reported in the governmental fund statement of revenue but not considered an operating activity in the statement of activities (but only as changes in liabilities)

Principal repayments on note payable	523,495
Change in interest payable on note payable	2,513

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES \$4,839,303

See accompanying notes to basic financial statements

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Reporting Entity***

The Novato Fire Protection District (the District) is a separate governmental unit established July 6, 1926, as a special district of the State of California. The purpose of the District is to provide fire protection, emergency medical and related services to the City of Novato and the surrounding area. The City of Novato and surrounding area approximates 71 square miles with an estimated population of 65,000. A five-person Board of Directors elected by the citizens for four-year terms governs the District. The District’s legal authority and responsibilities are contained in the State of California Health and Safety Code under the “Fire Protection District Law of 1987.”

***Introduction***

The District’s financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

**BASIC FINANCIAL STATEMENTS  
GOVERNMENT-WIDE STATEMENTS**

The District’s basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements.

In the government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities), the District’s activities are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The District’s net position is reported in two parts: (1) Net investment in capital assets, and (2) unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the District’s functions. The functions are supported by general government revenues (property taxes and intergovernmental revenues). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Operating grants include operating-specific and discretionary (either operating or capital) grants while capital grants reflect capital-specific grants.

The categories of governmental activities included in the statement of activities report expenses directly attributable to the functions indicated. The category “Operations” includes services for structural and wildland fire suppression, response to hazardous materials incidents, search and rescue, vehicle extrication and other emergency services. The category, “Organizational Support,” includes all expenses (including those incurred in support of other activities) not directly chargeable to another activity.

The government-wide focus is more on the sustainability of the District as an entity and the change in the District’s net position resulting from the current year’s activities.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**FUND FINANCIAL STATEMENTS**

The financial transactions of the District are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund equity, revenues and expenditures.

The District uses the following fund types:

**Governmental funds**

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial positions (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental fund of the District:

**General fund** is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

**BASIS OF ACCOUNTING:**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

**Accrual**

The governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**Modified accrual**

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized when the related liability is incurred. The exception to this general rule is that payments for general obligation long-term liabilities are recognized when due.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the government.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**FINANCIAL STATEMENT AMOUNTS**

**Cash and Cash Equivalents**

The District has defined cash and cash equivalents to include cash on hand, demand deposits, and short-term investments with its fiscal agent (County of Marin).

**Prepaid Items**

Payments to vendors that benefit future accounting periods are classified as prepaid items until charged to expenditures in the period benefited.

**Unavailable Revenue**

Unavailable revenue (in the fund financial statements) represents ambulance fees and property taxes earned during the year but not collected in time to be available to finance the current year's operations.

**Net Position**

Net position is the excess of all the District's assets and deferred outflows over all its liabilities and deferred inflow, regardless of fund. Net position is divided into three captions on the Statement of Net Position. These captions apply only to net position, which is determined at the Government-wide level and proprietary funds and are described below:

*Net Investment in Capital Assets*, describes the portion of net position which is represented by the current net book value of the District's capital assets, less the outstanding balance of any debt issued to finance these assets.

*Restricted* describes the portion of net position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws or other restrictions which the District cannot unilaterally alter. These principally include developer fees received for use on capital projects, debt service requirements and funds restricted to low and moderate income purposes. The District did not have any restricted fund balance at June 30, 2020.

*Unrestricted* describes the portion of net position which is not restricted as to use.

**Fund Balance**

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Governmental accounting principles provide that fund balance is reported in five components – nonspendable, restricted, committed, assigned and unassigned.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Nonspendable** – This component includes amount that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

**Restricted** – This component consists of amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislations. The District did not have any restricted fund balance at June 30, 2020.

**Committed** – This component consists of amounts that can only be used only for the specific purposes determined by a formal action of the District’s Board highest level of decision-making authority. The District Board can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

**Assigned** – This component consists of amounts that are constrained by the District’s intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of Directors, Fire Chief or their designee (Finance Director) as established in the District’s Fund Balance Policy.

**Unassigned** – This classification represents amounts that have not been restricted, committed or assigned to specific purposes within the General Fund.

The District’s policy is that committed and assigned fund balances are considered to have been spent first before unassigned fund balances are spent.

**Use of Estimates**

The basic financial statements have been prepared in conformity to generally accepted accounting principles and therefore include amounts based on informed estimates and judgments of management. Actual results could differ from those estimates.

**Capital Assets**

Contributed capital assets, donated capital assets, donated works of art and similar items, and capital assets received in a service concession arrangement are recorded at acquisition value. All other capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Capital assets are recorded if acquisition or construction costs exceed \$5,000. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

- Buildings 30 – 40 years
- Fire apparatus 15 – 20 years
- Ambulances 15 – 20 years
- Other vehicles 5 years
- Furniture, fixtures and equipment 3 – 10 years

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Compensated Absences**

The District accrues accumulated unpaid vacation and sick leave and associated employee- related costs when earned by the employee.

In accordance with an agreement with the Novato Professional Firefighters Association, the District is obligated to provide the following compensated absence benefits:

Sick leave Shift employees of the District earn sick leave at 12 hours per month and may accumulate up to 2,912 hours. Day employees earn 8.5 hours per month. An employee’s accumulated sick leave may be applied toward retirement, or upon separation from the District, may be received in salary at 50% of the current hourly rate. Management has estimated that all of the total accrued sick leave payable is a current liability.

Vacations Shift personnel earn vacation shifts at a rate of 6 to 18 shifts per year, depending on length of service. Day personnel earn between 102 to 306 hours per year. The District allows members to rollover their annual vacation shifts to the following year and each employee may bank twice their annual vacation accrual. Management has estimated that all of the total accrued vacation payable will be redeemed within one year.

Compensatory time-off All District personnel may accumulate accrued overtime pay at one and one-half times their basic pay rate. Accumulated compensatory time is limited to 96 hours. Amounts in excess of 96 hours or time accumulated for over one year from the date earned are paid to the employee.

The following is a schedule of changes in compensated absences during the year:

Balance as of June 30, 2019	\$2,765,415
Increases during the year	1,423,798
Decreases during the year	(1,404,096)
Balance as of June 30, 2020	2,785,117
Less amount due within 1 year	2,785,117
Amount due after 1 year	



**NOVATO FIRE PROTECTION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2020**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position or balance sheet reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of *resources*, represents a consumption of net position or fund balance that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position or balance sheet 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 an inflow of resources (revenue) until that time.

**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 an 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.

**Workers' Compensation Claims**

A liability for workers compensation claims is shown on the Statement of Net Position. The short-term portion of the liability is estimated based on historical claims paid during the preceding year beginning September 1st through August 31st of the current year. Additional information is presented in Note 10.

**Encumbrances**

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrances outstanding at year-end are reported as assigned fund balance and do not constitute expenditures or liabilities.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Property Taxes**

The County of Marin levies taxes and places liens on real property as of January 1 on behalf of the District. Secured property taxes are due the following November 1 and March 1 and become delinquent April 10 and December 10, for the first and second installments, respectively. Unsecured property taxes are levied throughout the year.

In 1993, the District entered into an agreement (commonly known as the Teeter Plan) with the County of Marin. The Teeter Plan calls for the County to advance the District its share of the annual gross levy of secured property taxes and special assessments. In consideration, the District gives the County of Marin its rights to penalties and interest on delinquent property tax receivables and actual proceeds collected. The receivable on the balance sheet is for unsecured property taxes.

Special fire and paramedic tax charges are assessed by the District Board of Directors before September 1 and adopted by ordinance. These special tax charges are incorporated on property tax bills, and therefore are attached as an enforceable lien on real property located within the District.

**OPEB Liabilities, OPEB Expenses and Deferred Outflows/Inflows of Resources Related to OPEB** - For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District’s OPEB Plan and additions to/deductions from the OPEB Plan’s fiduciary net position have been determined on the same basis as they are reported by California Employers’ Retiree Benefit Trust (CERBT). For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

**New Governmental Accounting Standards Board Statement Pronouncements**

GASB 95 – *Postponement of the Effective Dates of Certain Authoritative Guidance* – This Statement extended the implementation dates for 15 GASB Statements and Implementation Guides by 1 year or more. Of course, many of the Statements could be early-implemented, as applicable.

**NOTE 2 – CASH AND CASH EQUIVALENTS**

Cash and investments consisted of the following:

Cash with County Treasurer's Pool	\$24,316,485
Cash in banks, unrestricted	1,799,466
Total	\$26,115,951

The District maintains most of its cash in the County of Marin pooled investment fund for the purpose of increasing interest earnings through pooled investment activities. Interest earned on the investment pool is allocated quarterly to the participating funds using the daily cash balance of each fund. This pool, which is available for use by all funds, is displayed in the financial statements as “Cash and Cash Equivalents.”

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 2 – CASH AND CASH EQUIVALENTS (Continued)**

The County Pool includes both voluntary and involuntary participation from external entities. The State of California statutes require certain special districts and other governmental entities to maintain their cash surplus with the County Treasurer.

The County’s investment pool is not registered with the Securities and Exchange Commission as an investment company. Investments made by the Treasurer are regulated by the California Government Code and by the County’s investment policy. The objectives of the policy are in order of priority, safety, liquidity, yield, and public trust. The County has established a treasury oversight committee to monitor and review the management of public funds maintained in the investment pool in accordance with Article 6 Section 27131 of the California Government Code. The oversight committee and the Board of Supervisors review and approve the investment policy annually. The fair value of the District’s position of the pool is the same as the value of the pool shares. The County Treasurer prepares and submits a comprehensive investment report to the members of the oversight committee and the investment pool participants every month. The report covers the types of investments in the pool, maturity dates, par value, actual costs and fair value.

**INTEREST RATE RISK**

In accordance with its investment policy, the County manages its exposure to declines in fair values by limiting the weighted average maturity of its investment pool to 540 days, or 1.5 years. At June 30, 2019, the County’s investment pool had a weighted average maturity of 220 days.

For purposes of computing weighted average maturity, the maturity date of variable rate notes is the length of time until the next reset date rather than the stated maturity date.

**CREDIT RISK**

State law and the County’s Investment Policy limits investments in commercial paper, corporate bonds, and medium term notes to the rating of “A” or higher as provided by Moody’s Investors Service or Standard & Poor’s Corporation. The County’s Investment Policy limits investments purchased by Financial Institution Investment Accounts, a type of mutual fund, to United States Treasury and Agency obligations with a credit quality rating of “AAA.” As of June 30, 2020, the Marin County Investment Pool’s Fund credit quality rating is AAAf.

**CONCENTRATION OF CREDIT RISK**

The following is a summary of the concentration of credit risk by investment type as a percentage of the fair value of the County’s investment pool at June 30, 2020.

Investment types in investment pool	Percent of portfolio
Federal Agency - Coupon	17%
Federal Agency - Discount	79%
Money Market Funds, Treasury Securities, Miscellaneous Securities and LAIF	4%
	100%

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 2 – CASH AND CASH EQUIVALENTS (Continued)**

**CUSTODIAL CREDIT RISK**

For investments and deposits held with safekeeping agents, custodial credit risk is the risk that, in the event of the failure of the counterparty, the County will not be able to recover the value of its investments or deposits that are in the possession of an outside party. At year end, the County's investment pool had no securities exposed to custodial credit risk. In the case of cash deposits, custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. As of June 30, 2020, the District's bank balance was \$1,880,495 and \$876,404 of that amount was exposed to custodial credit risk because it was uninsured and collateralized with securities held by the pledging or financial institution's trust department or agent, but not in the District's name.

**FAIR VALUE HIERARCHY**

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

At June 30, 2020, the District's investment in the County Treasurer's Pool was an uncategorized input not defined as a Level 1, Level 2, or Level 3 input.

**LOCAL AGENCY INVESTMENT FUND**

The District is a 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 District reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2020, these investments matured in an average of 191 days.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 3 – CAPITAL ASSETS**

Capital assets activities for the year ended June 30, 2020, were as follows:

	Balance June 30, 2019	Additions	Dispositions/ Adjustments	Balance June 30, 2020
Nondepreciable capital assets:				
Land	\$3,028,295			\$3,028,295
Construction in progress	48,532	\$281,116	(\$20,117)	309,531
Total capital assets not being depreciated	3,076,827	281,116	(20,117)	3,337,826
Capital assets being depreciated:				
Buildings and building improvements	20,158,679		20,117	20,178,796
Furniture, fixtures and equipment	3,818,678	125,259		3,943,937
Fire apparatus and vehicles	7,842,891	893,602	(283,503)	8,452,990
Total capital assets being depreciated	31,820,248	1,018,861	(263,386)	32,575,723
Less accumulated depreciation for:				
Buildings and building improvements	9,966,124	594,923		10,561,047
Furniture, fixtures and equipment	3,222,658	182,519		3,405,177
Fire apparatus and vehicles	4,742,928	429,896	(283,503)	4,889,321
Total accumulated depreciation	17,931,710	1,207,338	(283,503)	18,855,545
Total depreciable assets	13,888,538	(188,477)	20,117	13,720,178
Governmental activity capital assets, net	\$16,965,365	\$92,639		\$17,058,004

**NOTE 4 – NOTES AND LOAN PAYABLE**

On December 16, 2003, real property located at 95 Rowland Way, Novato, was purchased for \$3,650,000. A loan of \$2,700,000 was secured with Bank of Marin to finance the purchase. The loan was due in December 2013, at a fixed rate of 3.5% per annum for the first 60 months, with monthly payments of \$12,202. After the fixed rate period, the rate was adjusted for the remaining 60 months to 0.25% in excess of the most current month's 5-year Treasury Constant Maturity. On May 5, 2013, the District refinanced the outstanding balance of this Note with a new Note which bears interest at 2.763% with a monthly repayment schedule that ends May 15, 2023.

On June 10, 2014, the District entered into an agreement with Bank of the West for a loan of \$3,000,000 to partially finance the construction of the District's Fire Station 64. This loan bears an interest rate of 1.9%. Semi-annual payments of the loan will be made on February 1 and August 1 of each year, beginning on February 1, 2015 and ending on August 1, 2024. This loan includes a 1% penalty if the loan is prepaid in the first two years.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 4 – NOTES AND LOAN PAYABLE (Continued)**

The following is a summary of the District’s future annual obligations:

Year ending June 30	Direct Borrowing		Total
	Principal	Interest	Total
2021	\$ 535,866	\$ 41,983	\$ 577,849
2022	548,361	29,627	577,988
2023	540,634	16,405	557,039
2024	325,000	7,762	332,762
2025	164,014	1,555	165,569
Total obligation	2,113,875	97,332	2,211,207
Less amount due within 1 year	535,866	41,983	577,849
Amount due after 1 year	\$1,578,009	\$55,349	\$1,633,358

**CHANGES IN NOTE AND LOAN PAYABLE**

The following is a schedule of changes in note and loan payable during the year:

	Direct Borrowing
	Note payable
Balance as of June 30, 2019	\$2,637,370
Repayments	(523,495)
Balance as of June 30, 2020	2,113,875
Less amount due within 1 year	(535,866)
Amount due after 1 year	\$1,578,009

**NOTE 5 – CREDIT LINE**

The District utilizes a credit card with a credit limit of \$175,000. As of July 10, 2020 (the closest date to June 30, 2020), the available credit was approximately \$154,588. The interest rate is based on the prime rate identified in the Wall Street Journal, as described in the credit card agreement. At the end of the year, the interest rate was approximately 15.99%. The District routinely pays the credit card balance in full each month and therefore is not subject to interest charges.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 6 – FUND BALANCE**

The District’s fund balance is reported in classifications as described in Note 1. The following amounts are classified as nonspendable:

Prepaid items	\$164,396
	\$164,396
	\$164,396

In September 2013, the District established a Rainy Day Fund. The establishment or modification of, or transfer to or from the Rainy Day Fund requires a unanimous decision by the Board of Directors. The Fund should be used to provide the District with contingency funding only in the following situations: (a) when actual District revenue is 15% or more below expected District revenue, or (b) when a state of emergency is declared by the District Board or the County of Marin for an area that includes any area within District boundaries. Such emergencies are non-routine and are not expected to occur frequently. The declaration of a state of emergency by either the District or the County of Marin is a non-routine action. The balance in the Rainy Day Fund as of June 30, 2020, is \$4,199,942 and is included in committed fund balance.

The following are assigned fund balances as of the balance sheet date:

Assigned for:	
Wildland Fire Mitigation Fund	\$738,000
EMS Capital Equipment Reserve	200,000
Unemployment Insurance	35,100
Management Information Systems	167,000
Apparatus and Equipment Replacement	3,990,000
Facility Capital Improvement	500,000
Retirement Unfunded Liability	2,470,000
Worker's Compensation Fund	951,000
Retiree Health Benefits	2,309,120
Protective Equipment Reserve	180,000
Compensated Absences	1,106,166
	1,106,166
Total	\$12,646,386

**NOTE 7 – DEFERRED COMPENSATION PLAN**

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

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

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 8 – PENSION PLAN**

**Plan Description**

The District’s retirement plan is administered by the Marin County Employees’ Retirement Association (MCERA). All full-time and permanent part-time employees who work at least 75% of a full time position are eligible to participate.

MCERA is a cost-sharing multiple-employer retirement system governed by the 1937 Act of the California Government Code. MCERA acts as a common administrative and investment agent for defined benefit retirement plan for various local governmental agencies within the County of Marin. MCERA provides retirement, disability, and death benefits based on the employee’s years of service, age, and final compensation. Employees vest after five years of service and are eligible to receive retirement benefits after 10 years of service and having attained the age of 50, or 30 years of service (20 years for safety employees) regardless of age. Copies of MCERA’s annual financial reports, which include required supplementary information for each participant in the plan, may be obtained from the Marin County Employees’ Retirement Association, One McInnis Parkway, Suite 100, San Rafael, California 94903.

**FUNDING POLICY**

Participants are required to contribute a percentage of their annual covered salary. Contributions vary depending on the age and classification at hire date and range from 8.01% to 20.51% of covered payroll. The District is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members averaging an additional 45.40% of covered payroll. The actuarial methods and assumptions used are those adopted by the Association’s Board of Retirement. Due to contractual arrangements, the District pays a portion of the required contribution for some plan members. The contribution requirements of the plan members are established by State statute and the employer contribution rates are determined by annual actuarial valuations.

The table below provides a summary of the key results during this reporting period.

<b>Summary of Results</b>		
Description	Measurement Date	
	6/30/2019	6/30/2018
Net Pension Liability	\$21,010,830	\$15,629,033
Deferred Inflows	2,019,607	3,475,549
Deferred Outflows	(5,549,823)	(3,426,793)
Additional Deferred Outflows - Actual FY 20 Contributions	(4,568,347)	(4,763,387)
Net Impact on Statement of Net Position	12,912,267	10,914,402
Pension Expense (\$ Amount)	6,387,453	2,661,522
Covered Payroll (\$Amount)	9,923,874	9,511,866
Pension Expense (% of Payroll)	64.36%	27.98%



**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 8 – PENSION PLAN (Continued)**

**PROJECTION OF TOTAL PENSION LIABILITY AND NET PENSION LIABILITY**

Total Pension Liability (TPL) is the actuarial present value of projected benefit payments attributed to past periods of employee service. For the purposes of Governmental Accounting Standards Board Statement No. 68 (GASB 68), MCERA and the District have adopted a measurement date of June 30, 2019. The beginning of year measurement of TPL is based on the actuarial valuation as of June 30, 2018. The TPL at the end of the measurement year, June 30, 2019, is also measured as of the valuation date of June 30, 2018, and projected to June 30, 2019.

The Plan Fiduciary Net Position (FNP) is the fair or market value of assets. The FNP at the beginning of the year is based on the actuarial valuation as of June 30, 2018. The FNP at the end of the measurement year, June 30, 2019, is also measured as of the valuation date of June 30, 2018, and projected to June 30, 2019.

The Net Pension Liability (NPL) is the District liability for benefits provided through its defined benefit plan administered by MCERA. It is calculated by reducing the TPL by the FNP.

**ACTUARIAL ASSUMPTIONS**

The total pension liability as of June 30, 2019 was determined by an actuarial valuation as of June 30, 2018, using the following actuarial assumptions applied to all prior periods included in the measurement. The key assumptions in the valuation were:

- Inflation: 2.75%
- Salary increases: 3.00% plus merit component
- COLA increases:
  - 2.7% for those with a 4% COLA cap,
  - 2.6% for those with a 3% COLA cap, and
  - 1.9% for those with a 2% COLA cap
- Investment rate of return: 7.00% net of investment expense assumed
- Post-Retirement Mortality: Adopted CalPERS mortality tables projected generationally using Scale MP2017

During the measurement year, the Net Pension Liability (NPL) increased from approximately \$15.6 million as of June 30, 2018, to approximately \$21 million as of June 30, 2019. This amount is used for the purpose of reporting the District's share of NPL in the current reporting year, because the only MCERA GASB 67/68 report available at the time of the audit was that prepared as of June 30, 2019.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 8 – PENSION PLAN (Continued)**

**ASSET ALLOCATION POLICY AND EXPECTED LONG-TERM RATE OF RETURN**

The MCERA Board of Retirement has adopted an Investment Policy Statement (IPS), which provides the framework for the management of MCERA’s investments. The IPS establishes MCERA’s investment objectives and defines the principal duties of the Retirement Board, the custodian bank, and the investment managers. The asset allocation plan is an integral part of the IPS and is designed to provide an optimum and diversified mix of asset classes with return expectations to satisfy expected liabilities while minimizing risk exposure. MCERA currently employs external investment managers to manage its assets subject to the provisions of the policy. Plan assets are managed on a total return basis with a long term objective of achieving and maintaining a fully funded status for the benefits provided through the Plan. The following was the Retirement Board’s adopted asset allocation policy as of June 30, 2019:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Equity	32%	4.60%
International Equity	22%	4.75%
Fixed Income	23%	0.75%
Public Real Assets	7%	3.25%
Real Estate	8%	3.50%
Private Equity	8%	5.10%
Total	<u>100%</u>	

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 8 – PENSION PLAN (Continued)**

**DETERMINATION OF DISCOUNT RATE**

The discount rate used to measure the Total Pension Liability was 7.00%. Related to the discount rate is the funding assumption that employees will continue to contribute to the plan at the required rates and employers will continue the historical and legally required practice of contributing to the plan based on an actuarially determined contribution, reflecting a payment equal to annual normal cost, a portion of the expected administrative expenses, an amortization payment for the extraordinary losses from 2009 amortized over a closed period (20 years remaining as of the June 30, 2018 actuarial valuation) and an amount necessary to amortize the remaining Unfunded Actuarial Liability as a level percentage of payroll over a closed period (12 years remaining as of the June 30, 2018 actuarial valuation).

A change in the discount rate would affect the measurement of the TPL. A lower discount rate results in a higher TPL and higher discount rates results in a lower TPL. Because the discount rate does not affect the measurement of assets, the percentage change in the NPL can be very significant for a relatively small change in the discount rate. A one percent decrease in the discount rate increases the TPL by approximately 13% and increases the NPL by approximately 106%. A one percent increase in the discount rate decreases the TPL by approximately 11% and decreases the NPL by approximately 87%.

The table below shows the sensitivity of the NPL to a one percent decrease and a one percent increase in the discount rate:

Description	1% Decrease 6.00%	Discount Rate 7.00%	1% Increase 8.00%
Total Pension Liability	\$192,152,418	\$169,951,159	\$151,664,999
Fiduciary Net Position	<u>148,940,329</u>	<u>148,940,329</u>	<u>148,940,329</u>
Net Pension Liability	<u>\$43,212,089</u>	<u>\$21,010,830</u>	<u>\$2,724,670</u>
Fiduciary Net Position as a Percentage of the Total Pension Liability	77.5%	87.6%	98.2%

**PENSION EXPENSE, DEFERRED OUTFLOWS AND INFLOWS OF PENSION RESOURCES**

The impact of experience gains or losses and assumption changes on the Total Pension Liability (TPL) are recognized in the proportionate share of the pension expense over the average expected remaining service life of all active and inactive members of the plan. As of the measurement date, this recognition period was 4 years.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 8 – PENSION PLAN (Continued)**

The following tables show the current balance and sources of deferred outflows and inflows related to the District’s defined benefit retirement plan, and the scheduled recognition of these deferred amounts:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$720,531	(\$111,031)
Changes in assumptions	1,172,089	
Changes in proportion	3,130,156	(504,566)
Changes in proportion and difference between District contributions and proportionate share of contributions	527,047	
Actual FY 19-20 contributions (post measurement date)	4,568,347	
Net difference between projected and actual earnings on pension plan investments		(1,404,010)
<b>Net Deferred Inflows and Outflows</b>	<b>10,118,170</b>	<b>(\$2,019,607)</b>

\$4,568,347 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, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year ended June 30	Annual Amortization
2021	\$1,997,567
2022	221,379
2023	885,546
2024	425,724
Total	<b>\$3,530,216</b>

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 8 – PENSION PLAN (Continued)**

For the year ended June 30, 2020, the District recognized a pension expense of \$6,387,453. The table below presents the sources of the pension expense.

<b>Operating Expenses</b>	
Service cost	\$3,653,290
Employee contributions	(1,724,191)
Contribution difference	621,822
Administrative expenses	290,503
Sub-total	<u>2,841,424</u>
<b>Financing Expenses</b>	
Interest cost	11,219,088
Expected return on assets	(9,970,008)
Sub-total	<u>1,249,080</u>
<b>Changes</b>	
Benefit changes	
Recognition of assumption changes	586,045
Recognition of liability gains and losses	175,110
Recognition of investment gains and losses	407,711
Change in Proportion	1,128,083
Sub-total	<u>2,296,949</u>
<b>Pension Expense</b>	<u><b>\$6,387,453</b></u>
<b>Pension Expense as % of Payroll</b>	<u><b>64.36%</b></u>

**NOTE 9 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS**

**PLAN DESCRIPTION**

In accordance with its agreement with the Novato Professional Firefighters Association, the District provides post-retirement health care benefits to its retirees through the Novato Fire Protection District Retiree Health Plan (Plan). The Plan is an agent multiple-employer plan for which audited financial statements are not available.

**ELIGIBILITY AND BENEFITS**

The following were eligibility and benefits as of the June 30, 2019 actuarial valuation:

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 9 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (Continued)**

*Management and Administrative Support Staff*

Management and Administrative Support Staff retiring that terminate service and commence a retirement or disability are eligible, provided these employees have attained age 55 with ten years of service, and are enrolled in the healthcare plan upon retirement or disability. Members must be employed prior to July 1, 2009 to be eligible for tier 1. There is no minimum age requirement to be eligible to receive disability benefits, but the employee must have worked at least five years for the District. All members hired after January 1, 2005 are eligible for tier 2. Surviving spouses/domestic partners of eligible retirees are eligible for the mandated subsidy only. Surviving spouses/domestic partners of deceased active employees are eligible for the mandated subsidy only if the employee had attained age 55 with ten years of service.

For members under tier 1, the District will pay 100% of the premium for single coverage or 83.29% of the premium for two-person or family coverage. For members under tier 2, the District will pay the PEMHCA minimum after the retiree buys medical insurance through the District.

*Chief Officers Association*

Chief Officers Association members become eligible for retirement benefits by attaining age 50 with ten years of service, with no age requirement by attaining twenty years of service, or by continuing to work for the District until or beyond age 70. There are no age or service requirements for Safety group employees to be eligible to receive disability benefits.

Eligibility for tier 1 retiree health benefits requires an employee to have retired prior to January 1, 2011. Eligibility for tier 2 benefits requires an employee to have been hired prior to July 1, 2009 and retire after December 31, 2010. Eligibility for tier 3 retiree health benefits requires an employee to have been hired after June 30, 2009. For tier 3, the District will pay the PEMHCA minimum after the retiree buys medical insurance through the District. All tiers require the employee to be enrolled in the healthcare plan upon retirement or disability.

Tier 1 benefits for Chief Officers Association members are listed below:

Position District Pays for:	Medical	Dental	Vision
Fire Chief or Deputy Fire Chief (retired 1992 or later)	100% for retired member and dependents until the death of both parties	100% for retired member and spouse	100% for retired member and spouse
Fire Chief or Deputy Fire Chief (retired 1991 or earlier)	100% for retired member and dependents until the death of both parties	100% for retired member and spouse	0% of premium
Division Chief or Battalion Chief (retired 1992 or later)	100 % of Kaiser-Family rate or 83.29% of higher premium	100% for retired member and spouse	100% for retired member and spouse
Division Chief or Battalion Chief (retired 1992 or earlier)	100% of Kaiser Family rate or 83.29% of higher premium	100% for retired member and spouse	0% of premium

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 9 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (Continued)**

Beginning January 1, 2012, for those under tier 2, the Supplemental Retiree Benefit Allowance paid by the District will decrease by 2.00% until reaching a percentage of 82% for members retiring in 2020. The Supplemental Retiree Benefit Allowance paid by the District is fixed at the rate in effect the year in which the member retires. For example, in the year 2016 the Supplemental Retiree Benefit Allowance paid by the District for retired members will be 90%. Retired members are responsible for paying the difference between the cost of their selected medical insurance premium and the established Supplemental Benefit Allowance Cap. The following table provides the Supplemental Retiree Benefit Allowance percentage paid by the District for retired members medical insurance premiums beginning in 2010 through 2020, when the percentage of 82% is reached.

Year Beginning	% Paid by District
January 1, 2010	100%
January 1, 2011	100%
January 1, 2012	98%
January 1, 2013	96%
January 1, 2014	94%
January 1, 2015	92%
January 1, 2016	90%
January 1, 2017	88%
January 1, 2018	86%
January 1, 2019	84%
January 1, 2020	82%

Members under tier 3 may purchase medical insurance through the District in retirement and the District will pay the minimum contribution required under the PEMHCA law.

***Firefighters***

Firefighters retiring that terminate service and commence a retirement or disability are eligible. Member must retire prior to December 31, 2010 to be eligible for tier 1 benefits. Member must be employed prior to July 1, 2009 and retire after December 31, 2010 to be eligible for tier 2. Employees hired after June 30, 2009 are eligible for tier 3. Eligibility for all tiers requires the employee to be enrolled in the healthcare plan upon retirement or disability.

Surviving spouses/domestic partners of eligible retirees are eligible for the mandated subsidy only. Surviving spouses/domestic partners of deceased active employees are eligible for the mandated subsidy only if the employee had attained age 50 with ten years of service.

Under tier 1, eligible members retired prior to December 31, 2010, the District will pay 100% of single coverage or 83.29% of two person or family coverage.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 9 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (Continued)**

Under tier 2, beginning January 1, 2011 the District will provide a Supplemental Retiree Benefit Allowance based upon a vesting formula. Each member shall fall into a category below based on current years of service as of July 1, 2010.

Current Years of Service as of July 1, 2010	Vesting Based
0-5	55%
5-10	60%
10-15	65%
15-20	70%
20-25	75%
25-30	80%

Each member shall accrue additional coverage at 0.75% for each year of service. This accrual will be in addition to the vesting base percentage described above. The sum of these two calculations shall be the total percentage of healthcare premium that is paid for by the District covering family, member and spouse or single of the Kaiser HMO Premium to a maximum of 80% on January 1, 2011, 75% on April 1, 2023 and 70% on April 1, 2028.

Members under tier 3 may purchase medical insurance through the District in retirement and the District will pay the minimum contribution required under the PEMHCA law.

For the year ended June 30, 2020, the District’s contributions to the Plan were \$1,154,560.

***Employees Covered by Benefit Terms*** – Membership in the plan consisted of the following at June 30, 2019, the measurement date:

Active plan members	77
Inactive employees or beneficiaries currently receiving benefit payments	95
Inactive employees entitled to but not yet receiving benefit payments	-
Total	172

***Net OPEB Liability***

***Actuarial Methods and Assumptions*** – The District’s net OPEB liability was measured as of June 30, 2019 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2019. In the June 30, 2019 actuarial valuation, the entry-age actuarial cost method was used. The actuarial assumptions include a 7.0% discount rate assuming the District continues to fully fund for its retiree health benefits through the CERBT under investment Strategy 1 and a general inflation rate of 3.0%. Health care cost trend rate increase was assumed to be 6.50%. The unfunded actuarial liability is being amortized as a level-percent of payroll on a closed basis. The remaining amortization period at June 30, 2019 was eleven years.



**NOVATO FIRE PROTECTION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2020**

**NOTE 9 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (Continued)**

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term expected real rate of return
CERBT		
Global Equity	59%	5.50%
Global Debt Securities	25%	2.35%
Inflation Assets	5%	1.50%
Commodities	3%	1.75%
REITS	8%	3.65%
Total	<u>100%</u>	

**Discount Rate** – The discount rate used to measure the total OPEB liability was 7%. The projection of cash flows used to determine the discount rate assumed that District contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan’s fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

**Changes in Net OPEB Liability**

The changes in the Net OPEB Liability follows:

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability/(Asset)
	(a)	(b)	(c) = (a) - (b)
Balance at June 30, 2019 (6/30/18 measurement date)	\$18,560,623	\$8,578,388	\$9,982,235
Changes Recognized for the Measurement Period:			
Service Cost	334,209	-	334,209
Interest on the total OPEB liability	1,287,788	-	1,287,788
Changes in benefit terms	-	-	-
Difference between expected and actual experience	(1,161,809)	-	(1,161,809)
Changes of assumptions	292,501	-	292,501
Contributions from the employer	-	2,543,521	(2,543,521)
Net investment income	-	594,812	(594,812)
Administrative expenses	-	(4,444)	4,444
Other expense	-	(3,249)	3,249
Benefit payments and refunds	(995,724)	(995,724)	-
Net Changes	<u>(243,035)</u>	<u>2,134,916</u>	<u>(2,377,951)</u>
Balance at June 30, 2020 (6/30/19 measurement date)	<u>\$18,317,588</u>	<u>\$10,713,304</u>	<u>\$7,604,284</u>

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 9 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (Continued)**

Detailed information about the OPEB plan’s fiduciary net position is available in the separately issued plan financial report that may be obtained from the client. The benefit payments and refunds include implied subsidy benefit payments in the amount of \$995,724.

***Sensitivity of the Net OPEB Liability***

The following presents 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 1-percentage-point lower (-1 percent) or 1-percentage-point higher (+1 percent) than the current discount rate:

Plan's Net OPEB Liability/(Asset)		
Discount Rate -1%	Current Discount	Discount Rate +1%
(6.00%)	Rate (7.00%)	(8.00%)
\$10,332,837	\$7,604,284	\$6,315,591

The following presents 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 healthcare cost trend rate that is 1-percentage-point lower (-1 percent) or 1-percentage-point higher (+1 percent) than the current healthcare cost trend rate:

Plan's Net OPEB Liability/(Asset)		
Discount Rate -1%	Current Health Care Cost	Discount Rate +1%
(5.5% decreasing to	Trend Rates	(7.5% decreasing to
3.00%)	(6.5% decreasing to	5.50%)
5.00%)	5.00%)	5.50%)
\$6,040,464	\$7,604,284	\$10,671,299

***OPEB Expenses and Deferred Outflows/Inflows of Resources Related to OPEB***

For the year ended June 30, 2020, the District recognized OPEB Expense of \$266,438. As of fiscal year ended June 30, 2020, the District reported deferred outflows and inflows of resources related to OPEB from the GASB 75 actuarial report:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between actual and expected experience		(\$871,357)
Changes of assumptions	\$219,376	
Net difference between projected and actual earnings on OPEB plan investments		(36,488)
Employer contributions made subsequent to the measurement date	1,154,560	
Total	\$1,373,936	(\$907,845)

The difference between projected OPEB plan investment earnings and actual earnings is amortized over a five-year period. The remaining gains and losses are amortized over the expected average remaining service life. The expected average remaining service life for the June 30, 2019 measurement period is two years.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 9 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (Continued)**

\$1,154,560 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended June 30, 2020. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as future OPEB expense as follows:

Measurement Period Ended June 30	Annual Amortization
2020	(\$246,013)
2021	(246,013)
2022	(208,358)
2023	11,915
Total	(\$688,469)

**NOTE 10 – RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts, loss or damage to assets, injuries to employees, and errors and omissions, for which the District carries commercial insurance or is self-insured up to a certain limit. During the years, the District maintained the following types of insurance: property (\$8,170,503 limit, \$1,000 deductible per occurrence), general liability (\$10,000,000 aggregate limit), auto (\$1,000,000 limit), workers' compensation, management liability (\$10,000,000 aggregate limit, \$5,000 deductible), pollution (\$2,000,000 aggregate limit), cyber risk (\$1,000,000 aggregate limit), crime (\$1,000,000 deductible per occurrence), commercial excess liability insurance (\$20,000,000 aggregate limit).

Fire Districts Association of California – Fire Association Self Insurance System

Effective July 2014, the District joined the Fire Districts Association of California – Fire Association Self- Insurance System (the System) for Workers' Compensation coverage. The System is a public agency risk pool created pursuant to a joint powers agreement between the numerous member fire agencies. The System manages one pool for all member agencies. Each member pays an annual premium to the system based on the number of personnel, an estimated dollar amount of payroll and an experience factor. At fiscal year-end, when actual payroll expenditures are available, an adjustment to the year's annual premium is made. The System reinsures through the Local Agency Excess Workers' Compensation Authority (LAWCX), a joint powers authority, for claims in excess of \$500,000 for each insured event. The most recent condensed financial information (unaudited) for the System is as of June 30, 2019.

Total assets	\$57,957,092
Total liabilities	43,342,522
Fund equity	\$14,614,570
Total operating revenues	\$13,743,662
Total operating expenses	16,183,837
Operating income (loss)	(2,440,175)
Non-operating Income (loss)	2,511,208
Net income (loss)	\$71,033

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**NOTE 10 – RISK MANAGEMENT (Continued)**

There were no settlements in excess of the insurance coverage in any of the three prior fiscal years.

The following schedule presents the changes in the liability for workers' compensation claims:

Balance as of June 30, 2019	\$1,585,000
Change in provision for prior year claims	(107,742)
Claims paid during the year	<u>(50,958)</u>
Balance as of June 30, 2020	1,426,300
Less amount due within 1 year	<u>(206,819)</u>
Amount due after 1 year	<u><u>\$1,219,481</u></u>

At June 30, 2020, the District did not record a liability for outstanding claims other than workers' compensation, as it believes the claims were minimal.

**NOTE 11 – JOINT VENTURE**

The District entered into a Joint Powers Agreement in February 1998, establishing the Marin Emergency Radio Authority (the Authority). The Authority is responsible to acquire, construct, and improve a countywide emergency radio system. During the year ended June 30, 1999, the Authority issued Revenue Bonds to be used for the acquisition of the radio system. Of the \$27 million in Revenue Bonds, the District will be responsible for 4.894%, or approximately \$1.3 million. Each year through August 2020, approximately \$104,000 annual payments will be due to the Authority from the District. Including interest and principal, it is anticipated the District's total obligation over 20 years will be approximately two million dollars.

The financial statements of the Authority are available at the County of Marin office. The most recent condensed financial information (unaudited) for the Authority is presented below for the year ended June 30, 2019:

Total Assets and Deferred Outflows of Resources	\$54,649,186
Total Liabilities	<u>40,601,171</u>
Net Position	<u><u>\$14,048,015</u></u>
Total Revenues	\$8,832,852
Total Expenses	<u>3,431,558</u>
Net Increase (Decrease) in Net Position	<u><u>\$5,401,294</u></u>

**NOVATO FIRE PROTECTION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2020**

**NOTE 12 – COMMITMENTS AND CONTINGENCIES**

The District participates in several Federal grant programs. These programs are subject to audits performed by the District's independent accountants in accordance with the provisions of the Federal Single Audit Act as amended and applicable State requirements. In addition, these programs are subject to further examination by the grantors and the amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time. The District expects such amounts, if any, to be immaterial.

COVID-19 Global Pandemic

On March 11, 2020, the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic and recommended containment and mitigation measures worldwide. The COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closings of businesses and shelter in place orders for all but those deemed essential services. While the business disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings and shelter in place orders. However, the ultimate financial impact and duration cannot be reasonably estimated at this time.

**Required Supplemental Information**

**NOVATO FIRE PROTECTION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2020**

**Schedule of the District's Proportionate Share of the Net Pension Liability  
Last 10 years\***

	Measurement Date					
	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>	<u>6/30/2015</u>	<u>6/30/2014</u>
District's proportionate share	5.7453%	4.7318%	5.0038%	4.5644%	4.4996%	6.0754%
Proportionate share of total pension liability	\$169,951,159	\$133,991,325	\$134,352,856	\$117,607,594	\$111,107,282	\$137,047,192
Proportionate share of fiduciary net position	<u>148,940,329</u>	<u>118,362,292</u>	<u>115,901,028</u>	<u>95,792,937</u>	<u>93,676,482</u>	<u>122,032,482</u>
<b>Proportionate share of the net pension liability</b>	<u>\$21,010,830</u>	<u>\$15,629,033</u>	<u>\$18,451,828</u>	<u>\$21,814,657</u>	<u>\$17,430,800</u>	<u>\$15,014,710</u>
Plan fiduciary net position as a percentage of the total pension liability	87.64%	88.34%	86.27%	81.45%	84.31%	89.04%
Covered payroll	\$9,511,866	\$9,182,914	\$9,186,610	\$9,078,616	\$8,567,206	\$8,759,278
Net pension liability as a percentage of covered payroll	220.89%	170.20%	200.86%	240.29%	203.46%	171.41%

\* - The fiscal year ended June 30, 2015 was the first year of implementation, therefore no prior year information is shown.

**NOVATO FIRE PROTECTION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2020**

**Schedule of Contributions  
Novato Fire Protection District, a Cost-Sharing Defined Benefit Pension  
As of June 30  
Last 10 years, subject to available information  
(first year of implementation was Fiscal Year ended June 30, 2015)**

	2020	2019	2018	2017	2016	2015
Contractually required contribution	\$4,568,347	\$4,763,387	\$4,595,700	\$4,659,905	\$4,848,895	\$4,604,649
Contributions in Relation to the Contractually required contribution	4,568,347	4,763,387	4,595,700	4,659,905	4,848,895	4,604,649
Contribution Deficiency/ (Excess)	\$0	\$0	\$0	\$0	\$0	\$0
Covered payroll	\$9,923,874	\$9,511,866	\$9,182,914	\$9,186,610	\$9,078,616	\$8,567,206
Contributions as a percentage of covered payroll	46.03%	50.08%	50.05%	50.72%	53.41%	53.75%

**Notes to Schedule**

Valuation Date / Timing 6/30/2018 (for Contributions made in fiscal year FY 2019-2020)

**Key Methods and Assumptions Used to Determine Contribution Rates (for fiscal year 2019-20):**

Actuarial cost method	Entry Age Normal Cost Method
Amortization method	Level percentage of payroll with separate period for Extraordinary Actuarial Loss from 2009
Remaining Amortization period	Unfunded liability - 11 years / Extraordinary Actuarial Loss - 19 years
Asset valuation method	5-year smoothed market, 80% /120% corridor around market
Inflation	2.75%
Salary increases	3.00% plus merit component based on employee classification and years of service
Investment Rate of Return	7.25%
Retirement Age	Classic Tiers: Safety - 50-55, Miscellaneous - 55; PEPRA Tiers: Safety - 57, Miscellaneous - 62
Healthy Mortality	CalPERS 2017 Post-Retirement Healthy Mortality rates, adjusted by 90% for Males (Miscellaneous and Safety), with the 15-year static projection used by CalPERS replaced by generational improvements from a base year of 2014 using Scale MP-2017
Disabled Mortality	CalPERS 2017 Disability Mortality rates (Non-Industrial rates for Miscellaneous members and Industrial Disability rates for Safety members), adjusted by 90% for Males and Females (Miscellaneous and Safety) with the 15-year static projection used by CalPERS replaced by generational improvements from a base year of 2014 using Scale MP-2017



**NOVATO FIRE PROTECTION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2020**

**Schedule of the District's Changes in Net OPEB Liability and Related Ratios  
Last 10 years\***

<b>Measurement Date</b>	<b>6/30/19</b>	<b>6/30/18</b>	<b>6/30/17</b>
<b>Total OPEB Liability</b>			
Service Cost	\$334,209	\$312,345	\$291,911
Interest	1,287,788	1,245,883	1,208,168
Differences between expected and actual experience	(1,161,809)		
Changes in assumptions	292,501		
Changes in benefits	(995,724)	(967,175)	(996,269)
<b>Net change in total OPEB liability</b>	(243,035)	591,053	503,810
<b>Total OPEB liability - beginning</b>	18,560,623	17,969,570	17,465,760
<b>Total OPEB liability - ending (a)</b>	<u>\$18,317,588</u>	<u>\$18,560,623</u>	<u>\$17,969,570</u>
<b>OPEB fiduciary net position</b>			
Contributions - employer	\$2,543,521	\$2,469,891	\$1,989,494
Contributions - employee			
Net investment income	594,812	526,229	572,838
Administrative expense	(4,444)	(3,712)	(2,876)
Other expense	(3,249)	(8,683)	
Benefit payments, including refunds of employee contributions	(995,724)	(967,175)	(996,269)
<b>Net change in plan fiduciary net position</b>	2,134,916	2,016,550	1,563,187
<b>Plan fiduciary net position - beginning</b>	8,578,388	6,561,838	4,998,651
<b>Plan fiduciary net position - ending (b)</b>	<u>\$10,713,304</u>	<u>\$8,578,388</u>	<u>\$6,561,838</u>
Net OPEB liability - ending (a)-(b)	<u>\$7,604,284</u>	<u>\$9,982,235</u>	<u>\$11,407,732</u>
Plan fiduciary net position as a percentage of the total OPEB liability	<u>58.5%</u>	<u>46.2%</u>	<u>36.5%</u>
Covered employee payroll	<u>\$9,214,313</u>	<u>\$9,195,604</u>	<u>\$8,685,000</u>
Net OPEB liability as a percentage of covered employee payroll	<u>82.5%</u>	<u>108.6%</u>	<u>131.3%</u>

**Notes to schedule:**

\* - Fiscal year 2018 was the first year of implementation.

**NOVATO FIRE PROTECTION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2020**

**SCHEDULE OF CONTRIBUTIONS**

Last 10 years\*

<b>Fiscal Year Ended June 30,</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Actuarially determined contribution	\$1,154,560	\$1,547,797	\$1,502,716
Contributions in relation to the actuarially determined contributions	<u>1,154,560</u>	<u>1,547,797</u>	<u>1,502,716</u>
Contribution deficiency (excess)	<u><u>                    </u></u>	<u><u>                    </u></u>	<u><u>                    </u></u>
Covered employee payroll	<u>\$9,639,710</u>	<u>\$9,214,313</u>	<u>\$9,195,604</u>
Contributions as a percentage of covered employee payroll			

**Notes to Schedule**

Valuation date: 6/30/2019

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level percentage of payroll basis
Remaining Amortization	11 years remaining as of June 30, 2019
Asset Valuation Method	Market Value Basis
Inflation	3% per annum
Payroll Growth	3.50%
Investment Rate of Return	7% per annum
Healthcare Cost-Trend Rates	3.5% to 5.50%
Mortality	The RPH-2014 Total Dataset Mortality Tables Projected Fully Generational using Scale MP-2014. Rates are assumed to have sufficient provisions or reasonably reflect future mortality improvements.

\* - Fiscal year 2018 was the first year of implementation.

NOVATO FIRE PROTECTION DISTRICT  
 BUDGETARY COMPARISON SCHEDULE - GENERAL FUND  
 FOR THE YEAR ENDED JUNE 30, 2020

	<u>Current Year Budget</u>		Revenue and Expenditures	Variance with Final Budget
	<u>Original</u>	<u>Final</u>		Positive (Negative)
<b>RESOURCES (Inflows):</b>				
Property taxes - secured and unsecured	\$27,636,292	\$27,636,292	\$28,032,082	\$395,790
Charges for services	2,561,328	2,561,328	3,070,287	508,959
Interest income	179,286	179,286	383,197	203,911
Intergovernmental	829,043	2,762,043	1,880,692	(881,351)
Other	50,000	50,000	189,287	139,287
	<u>31,255,949</u>	<u>33,188,949</u>	<u>33,555,545</u>	<u>366,596</u>
<b>APPROPRIATIONS/EXPENDITURES (Outflows):</b>				
<b>Salaries and benefits</b>				
Emergency medical services	7,756,138	7,756,138	7,331,788	424,350
Risk reduction prevention and mitigation	1,283,039	1,283,039	895,276	387,763
Operations	11,266,013	11,266,013	10,330,925	935,088
Organizational resources and support	4,424,262	4,030,822	4,121,535	(90,713)
Training	427,496	427,496	429,103	(1,607)
Total salaries and benefits	<u>25,156,948</u>	<u>24,763,508</u>	<u>23,108,627</u>	<u>1,654,881</u>
<b>Services and supplies:</b>				
Emergency medical services	283,585	283,585	244,057	39,528
Risk reduction prevention and mitigation	236,675	236,675	204,037	32,638
Operations	234,258	234,258	219,449	14,809
Organizational resources and support	3,353,094	3,371,094	3,126,625	244,469
Training	79,800	79,800	34,780	45,020
Total services and supplies	<u>4,187,412</u>	<u>4,205,412</u>	<u>3,828,948</u>	<u>376,464</u>
<b>Capital outlay:</b>				
Organizational resources and support	3,380,500	3,380,500	1,409,700	1,970,800
Total capital outlay	<u>3,380,500</u>	<u>3,380,500</u>	<u>1,409,700</u>	<u>1,970,800</u>
<b>Debt service:</b>				
Principal	546,200	546,200	523,495	22,705
Interest	54,103	54,103	54,148	(45)
Total debt service	<u>600,303</u>	<u>600,303</u>	<u>577,643</u>	<u>22,660</u>
Total Appropriations/Expenditures	<u>33,325,163</u>	<u>32,949,723</u>	<u>28,924,918</u>	<u>4,024,805</u>
EXCESS REVENUE OVER (UNDER) APPROPRIATIONS	<u>(\$2,069,214)</u>	<u>\$239,226</u>	<u>\$4,630,627</u>	<u>\$4,391,401</u>

**NOVATO FIRE PROTECTION DISTRICT**

**NOTES TO THE REQUIRED SUPPLEMENTAL INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2020**

**1. BUDGETARY BASIS OF PRESENTATION**

The budget included in these financial statements represents the original budget and amendments approved by the Board of Directors. The budgetary basis is the modified accrual basis of accounting with encumbrances included as actual. Accordingly, for the purpose of comparing budgeted expenditures to actual amounts, prior and current year encumbrances have been integrated with the amounts shown on the Statement of Revenues, Expenditures, and Changes in Fund Balances.

Various reclassifications have been made to the actual amounts to conform to classifications included in the budget approved by the Board of Directors.

The legal level of budgetary control attributed to the Board of Directors is considered at the objective or natural classification level, presented as subtotals in the schedule of budget to actual (e.g., total revenue, total salaries and benefits, total services and supplies, etc.).

**NOVATO FIRE PROTECTION DISTRICT**  
**MEMORANDUM ON INTERNAL CONTROL**  
**FOR THE YEAR ENDED JUNE 30, 2020**

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**NOVATO FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**For the Year Ended June 30, 2020**

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## MEMORANDUM ON INTERNAL CONTROL

To the Board of Directors of  
the Novato Fire Protection District  
Novato, California

In planning and performing our audit of the basic financial statements of the Novato Fire Protection District (District) as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Included in the Schedule of Other Matters are recommendations not meeting the above definitions that we believe are opportunities for strengthening internal controls and operating efficiency.

This communication is intended solely for the information and use of management, Board of Directors, others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

*Maze + Associates*

Pleasant Hill, California  
November 19, 2020

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**NOVATO FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

**GASB PRONOUNCEMENTS OR PRONOUNCEMENTS NOT YET EFFECTIVE**

The following comment represents new pronouncements taking affect in the next few years. We cite them here to keep you informed of developments:

**EFFECTIVE FISCAL YEAR 2021/22:**

**GASB 87 – Leases**

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

**GASB 89 – Accounting for Interest Cost Incurred before the End of a Construction Period**

The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

**NOVATO FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

**GASB 92 – Omnibus 2020**

The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics and includes specific provisions about the following:

- The effective date of Statement No. 87, Leases, and Implementation Guide No. 2019-3, Leases, for interim financial reports
- Reporting of intra-entity transfers of assets between a primary government employer and a component unit defined benefit pension plan or defined benefit other postemployment benefit (OPEB) plan
- The applicability of Statements No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68*, and *Amendments to Certain Provisions of GASB Statements 67 and 68*, as amended, and No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, as amended, to reporting assets accumulated for postemployment benefits
- The applicability of certain requirements of Statement No. 84, *Fiduciary Activities*, to postemployment benefit arrangements
- Measurement of liabilities (and assets, if any) related to asset retirement obligations (AROs) in a government acquisition
- Reporting by public entity risk pools for amounts that are recoverable from reinsurers or excess insurers
- Reference to nonrecurring fair value measurements of assets or liabilities in authoritative literature
- Terminology used to refer to derivative instruments.

**NOVATO FIRE PROTECTION DISTRICT**  
**REQUIRED COMMUNICATIONS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

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**NOVATO FIRE PROTECTION DISTRICT  
REQUIRED COMMUNICATIONS**

**For the Year Ended June 30, 2020**

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## REQUIRED COMMUNICATIONS

To the Board of Directors of  
the Novato Fire Protection District  
Novato, California

We have audited the basic financial statements of the Novato Fire Protection District (District) for the year ended June 30, 2020. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards.

### **Significant Audit Findings**

#### ***Accounting Policies***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year, except as follows:

GASB 95 – *Postponement of the Effective Dates of Certain Authoritative Guidance* – This Statement extended the implementation dates for 15 GASB Statements and Implementation Guides by 1 year or more. Of course, many of the Statements could be early-implemented, as applicable.

This pronouncement became effective, but did not have a material effect on the financial statements.

#### ***Unusual Transactions, Controversial or Emerging Areas***

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

#### ***Accounting Estimates***

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the District's financial statements was:

*Estimated Net Pension Liabilities and Pension-Related Deferred Outflows and Inflows of Resources:* Management's estimate of the net pension liabilities and deferred outflows/inflows of resources are disclosed in Note 8 to the financial statements and are based on actuarial studies determined by a consultant, which are based on the experience of the District. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

*Estimated Net OPEB Liability and OPEB-Related Deferred Outflows and Inflows of Resources:* Management's estimate of the net OPEB liability is disclosed in Note 9 to the financial statements and is based on actuarial study determined by a consultant, which is based on the experience of the District. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

*Estimate of Depreciation:* Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 1 to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

*Estimate of Compensated Absences:* Accrued compensated absences which are comprised of accrued vacation, holiday, and certain other compensating time is estimated using accumulated unpaid leave hours and hourly pay rates in effect at the end of the fiscal year as disclosed in Note 1 to the financial statements. We evaluated the key factors and assumptions used to develop the accrued compensated absences and determined that it is reasonable in relation to the basic financial statements taken as a whole.

### ***Disclosures***

The financial statement disclosures are neutral, consistent, and clear.

### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the Board of Directors.

### ***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Management Representations***

We have requested certain representations from management that are included in a management representation letter dated November 19, 2020.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### ***Other Information Accompanying the Financial Statements***

We applied certain limited procedures to the required supplementary information that accompanies and supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the required supplementary information and do not express an opinion or provide any assurance on the required supplementary information.

We were not engaged to report on the Introductory and Statistical Sections which accompany the financial statements, but are not required supplementary information. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

\*\*\*\*\*

This information is intended solely for the use of the Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

*Maze + Associates*

Pleasant Hill, California  
November 19, 2020