

The background of the entire page is a black and white photograph of a firefighter's uniform. It shows the upper chest area with a 'NOVATO FIRE DISTRICT' patch on the right shoulder, and the lower chest and sleeve area with several circular 'NOVATO' patches and three Maltese cross insignia on the sleeve. The hands of two people are clasped together in the lower left corner.

# NOVATO FIRE PROTECTION DISTRICT

NOVATO, CALIFORNIA

Popular Annual Financial Report

Fiscal Year Ended June 30, 2019

## In This Report

Letter to the Community	2
Who We Are and What We Do	3
Certificate of Achievement	3
Board of Directors	4
Executive and Command Staff	4
Fire Stations and Facilities	5
Statement of Net Position	6
Statement of Activities	7-8
Incident Statistics	9
Incident Response Time	9
Assessed Value of Taxable Property	10

NOVATO FIRE PROTECTION DISTRICT  
ABOUT US

December 20, 2019

To the Community Members of Novato Fire Protection District:

We are pleased to present the Novato Fire Protection District Popular Annual Financial Report (PAFR) for the fiscal year ended June 30, 2019. This report was prepared by the Finance Division to provide readers with an easy to understand summary of our financial and operational activities. The financial information contained in this report was derived from our Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2019. Both reports are available for viewing at all District fire stations and administration office as well as from our website at [www.novatofire.org](http://www.novatofire.org).

The financial information in the PAFR is presented on the Government-Wide basis, which offers a broad overview and long-term perspective of the District assets, liabilities and net position, as well as its operations. The PAFR is not a substitute for the CAFR, as the PAFR does not present all the necessary financial statements and note disclosures required by Generally Accepted Accounting Principles (GAAP).

We hope you enjoy reading this report and invite you to access our CAFR from our website for additional details regarding District finances. We welcome your questions, comments and suggestions for improving this report. You may contact our office at (415) 878-2690 or visit our website at [www.novatofire.org](http://www.novatofire.org).

Respectfully submitted,



Bill Tyler, CFO  
Fire Chief

# NOVATO FIRE PROTECTION DISTRICT

## ABOUT US

### Who We Are and What We Do

The Novato Fire Protection District is a stand-alone government body providing risk reduction, paramedics, and all-risk fire and rescue services to the City of Novato and surrounding county areas of Northern Marin County.

- |  |  |
|--|--|
| <b>Board of Directors</b>                  | - A five-member publicly elected governing body that creates policy, establishes service levels, and approves the annual budget and monthly expenditures |
| <b>Fire Chief</b>                          | - Provides leadership and oversees daily District activities   |
| <b>Deputy Fire Chief</b>                   | - Oversees all fire/medical/rescue operations  |
| <b>Fire Marshal</b>                        | - Implements and oversees compliance with fire/life safety codes   |
| <b>Three Operational Battalion Chiefs</b>  | - Work 24/7 in three rotating shifts and command daily operational activities  |
| <b>Emergency Medical Services Director</b> | - Oversees paramedic operations  |
| <b>Battalion Chief / Training Officer</b>  | - Coordinates training/education for all personnel   |
| <b>Finance Director</b>                    | - Maintains financial records, budget and financial reporting  |
| <b>Human Resources Manager</b>             | - Manages human resources and personnel functions  |
| <b>Administrative Services Manager</b>     | - Manages Administrative office functions, Board of Directors and assists Fire Chief.  |



Government Finance Officers Association

Award for  
Outstanding  
Achievement in  
Popular Annual  
Financial Reporting

Presented to

**Novato Fire Protection District**  
**California**

For its Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2018**

*Christopher P. Morrell*

Executive Director/CEO

The Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to the Novato Fire Protection District for its Popular Annual Financial Report for the fiscal year ended June 30, 2018. In order to receive this award, the District must publish a Popular Annual Financial Report whose contents conform to program standards of creativity, presentation, understandability and reader appeal. An Award for

Outstanding Achievement in Popular Annual Financial Reporting is valid for the period of one year only. We believe our current report for the fiscal year ended June 30, 2019 continues to meet the Popular Annual Financial Reporting requirement and will be submitting it to the GFOA for consideration.

**NOVATO FIRE PROTECTION DISTRICT  
DISTRICT OFFICIALS**

**2019 Board of Directors**



President  
James Galli



Vice President  
Lj Silverman



Secretary  
Steve Metcho



Director  
William Davis



Director  
Bruce Goines

**Executive and Command Staff**

Fire Chief

Deputy Fire Chief

Battalion Chief, Fire Marshal

Battalion Chief, Emergency Medical Services

Battalion Chiefs, Operations

A Shift

B Shift

C Shift

Training Division

Finance Director

Human Resources Manager

Administrative Services Manager/IT

Bill Tyler, CFO

Jeffrey Veliquette

Lori Jessell

Kyle Dague

Dmitri Menzel

Jeffrey Whittet

Gerald McCarthy

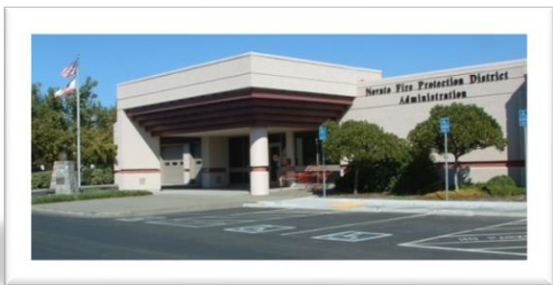
Robert LaCroix

Joe Valenti, MBA

Gretchen Felciano

Jeanne Villa

NOVATO FIRE PROTECTION DISTRICT  
FIRE STATIONS AND FACILITIES



Administration Building  
95 Rowland Way



Station 61  
7025 Redwood Blvd



Station 62  
450 Atherton Avenue



Station 63  
65 San Ramon Way



Station 64  
319 Enfrente Drive



Station 65  
5 Bolling Drive

**NOVATO FIRE PROTECTION DISTRICT**  
**STATEMENT OF NET POSITION**

The Statement of Net Position presents the District financial position from a long-term perspective. It reports all District assets and liabilities, with the difference between them reported as net position. Over time, increases or decreases in net position may serve as a useful indicator as to whether the District financial position is improving or deteriorating.

Changes in the District's net position were as follows. Please refer to the CAFR for complete details.

	<u>2019</u>	<u>2018</u>	<u>Increase (Decrease)</u>
Current Assets	\$ 22,709,693	\$ 18,921,799	\$ 3,787,894
Net Capital Assets	<u>16,965,365</u>	<u>18,213,900</u>	<u>(1,248,535)</u>
Total Assets	<u>39,675,058</u>	<u>37,135,699</u>	<u>2,539,359</u>
Deferred Outflows	<u>9,737,977</u>	<u>10,597,982</u>	<u>(860,005)</u>
Current Liabilities	4,454,496	3,917,967	536,529
Non-Current Liabilities	<u>29,064,527</u>	<u>34,252,825</u>	<u>(5,188,298)</u>
Total Liabilities	<u>33,519,023</u>	<u>38,170,792</u>	<u>(4,651,769)</u>
Deferred Inflows	<u>3,600,302</u>	<u>3,617,086</u>	<u>(16,784)</u>
Net Position:			
Net Investment in Capital Assets	14,327,995	14,899,023	(571,028)
Unrestricted	<u>(1,861,393)</u>	<u>(8,953,220)</u>	<u>7,091,827</u>
Total Net Position	<u>\$ 12,466,602</u>	<u>\$ 5,945,803</u>	<u>\$ 6,520,799</u>

A significant component of District net position, \$14.3 million was invested in capital assets, less any related outstanding debt used to acquire those assets. Although the District investment in capital assets is reported net of related debt, the capital assets themselves cannot be used to satisfy District debt, therefore, the funds needed to pay these liabilities must be provided from other resources.

The remaining component of net position is unrestricted net position. Unrestricted net position are resources that can be used to meet ongoing obligations. Unrestricted net position totaled \$(1.9) million for total net position of \$12.5 million. The \$7.1 million increase in unrestricted net position was due primarily to the \$3.4 million increase in fund balance resulting from revenues exceeding expenditures, and \$3.4 million in pension and OPEB related deferrals.

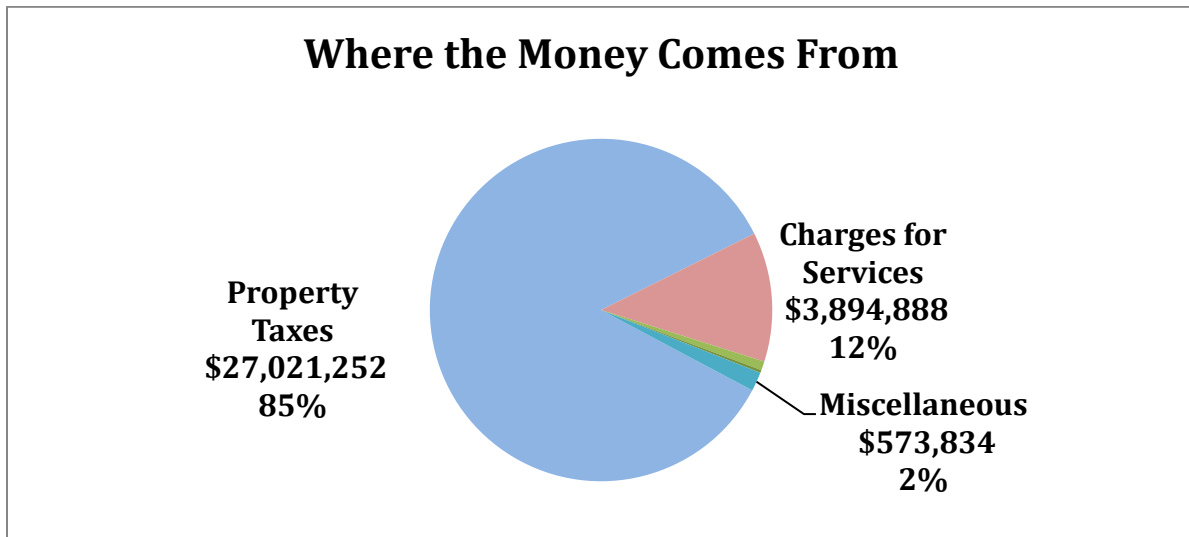
**NOVATO FIRE PROTECTION DISTRICT**  
**STATEMENT OF ACTIVITIES**

The Statement of Activities presents District revenues, expenses and change in net position for the fiscal year as follows. Please refer to the CAFR for complete details.

	<u>2019</u>	<u>2018</u>	<u>Increase (Decrease)</u>
<b>REVENUES</b>			
<b>General Revenues:</b>			
Property Taxes	\$ 27,021,252	\$ 25,684,707	\$ 1,336,545
Investment Earnings	267,947	133,664	134,283
Grants Not Restricted to Specific Programs	84,043	84,756	(713)
Miscellaneous	<u>573,834</u>	<u>252,398</u>	<u>321,436</u>
<b>Total General Revenues</b>	<u>27,947,076</u>	<u>26,155,525</u>	<u>1,791,551</u>
<b>Program Revenues:</b>			
Charges for Services	<u>3,894,888</u>	<u>4,531,999</u>	<u>(637,111)</u>
<b>Total Program Revenues</b>	<u>3,894,888</u>	<u>4,531,999</u>	<u>(637,111)</u>
<b>Total Revenues</b>	<u>31,841,964</u>	<u>30,687,524</u>	<u>1,154,440</u>
<b>EXPENSES</b>			
Personnel	19,975,399	22,990,911	(3,015,512)
Material and Services	3,988,663	3,883,965	104,698
Depreciation	1,290,851	1,386,291	(95,440)
Interest on Debt	<u>66,252</u>	<u>79,334</u>	<u>(13,082)</u>
<b>Total Expenses</b>	<u>25,321,165</u>	<u>28,340,501</u>	<u>(3,019,336)</u>
<b>Change in Net Position</b>	6,520,799	2,347,023	4,173,776
<b>Net Position - Beginning of Year</b>	<u>5,945,803</u>	<u>3,598,780</u>	<u>2,347,023</u>
<b>Net Position - End of Year</b>	<u>\$ 12,466,602</u>	<u>\$ 5,945,803</u>	<u>\$ 6,520,799</u>

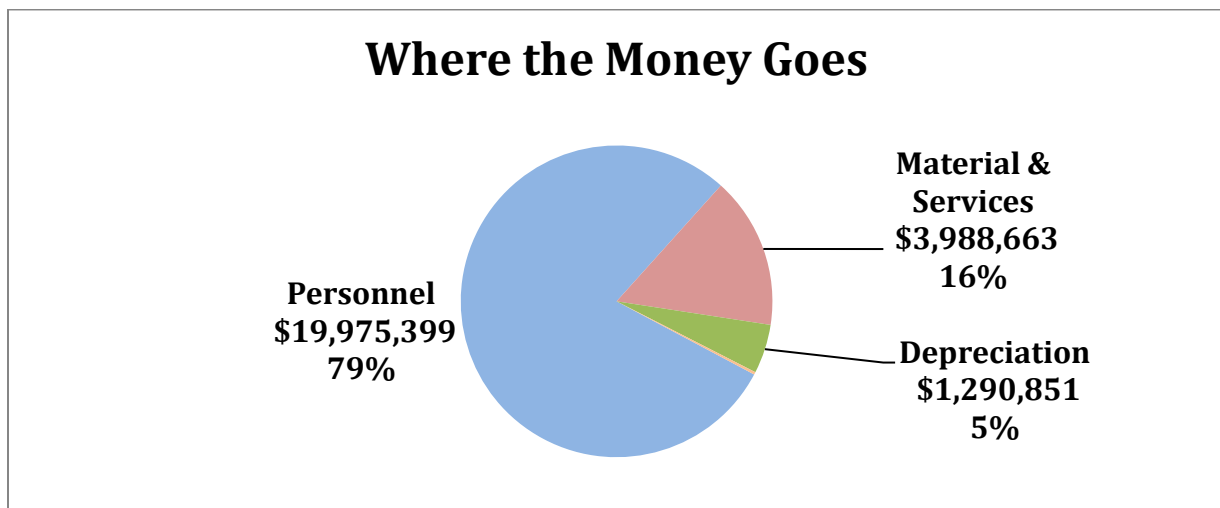
Property taxes increased 5% from last year primarily due to an increase in assessed real estate valuations. Charges for services decreased primarily due to lower reimbursements for out of County incidents as compared to the previous year. Personnel expenses decreased primarily due to a decrease in retirement and retiree health care expenses.

NOVATO FIRE PROTECTION DISTRICT  
STATEMENT OF ACTIVITIES



**Property Taxes** – The District receives the majority of its revenue from property taxes. This includes secured property (real estate), unsecured property (business property), special assessments and Education Revenue Augmentation Fund.

**Charges for Services** – The District generates revenue from ambulance service fees, fire inspection and plan check fees, and state and federal reimbursements for mutual aid assistance.



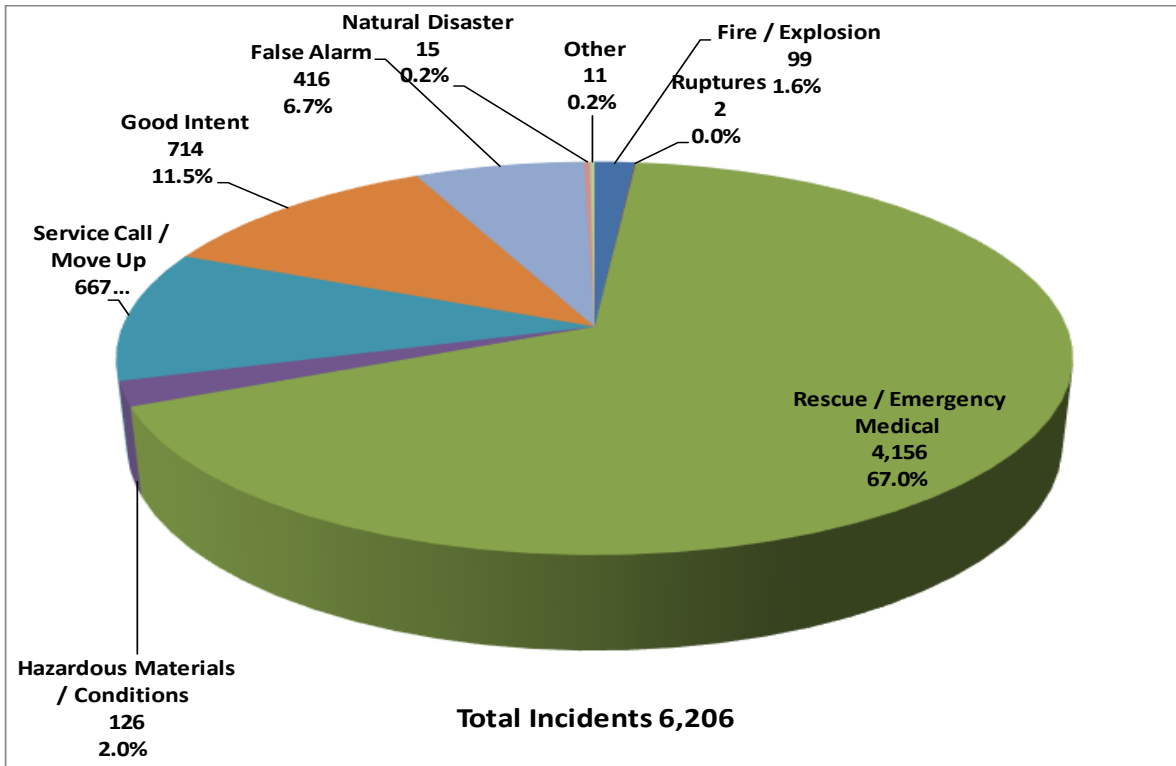
**Personnel** – The majority of District expenses is in personnel costs. This includes salaries, overtime, health insurance, retirement and Workers Compensation.

**Material & Services** – This includes insurance, utilities, fuel, maintenance on facilities and equipment, dispatch services, County of Marin fees, computer hardware and software, etc.

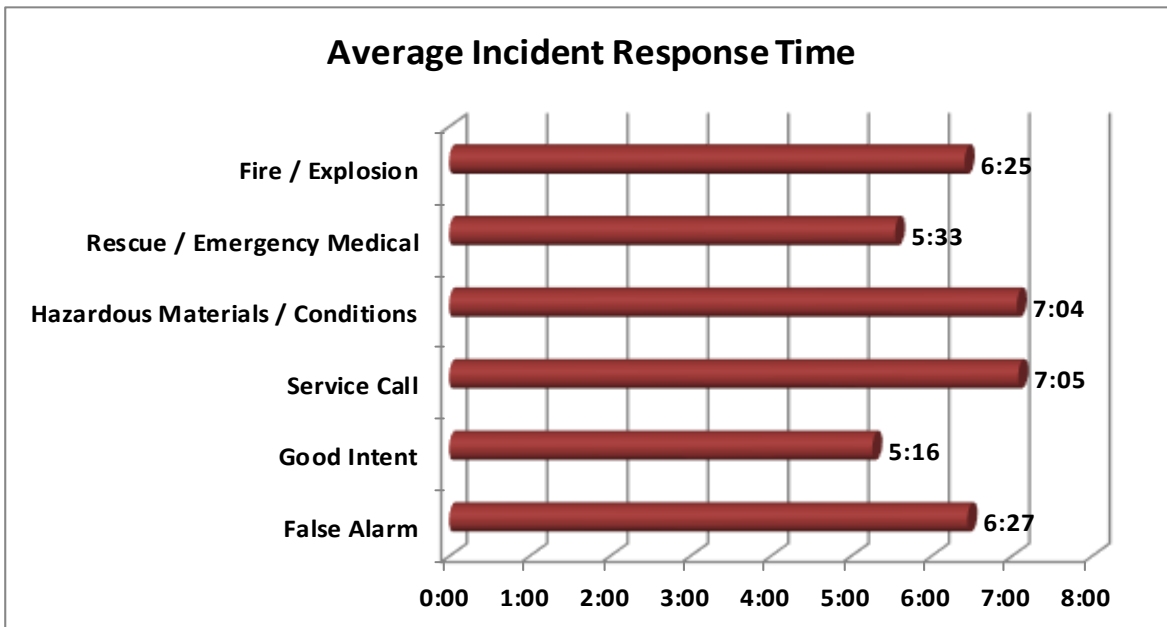
**Depreciation** – This is a periodic expense related to long life assets, such as building facilities, fire apparatus and equipment.



# NOVATO FIRE PROTECTION DISTRICT DISTRICT STATISTICS

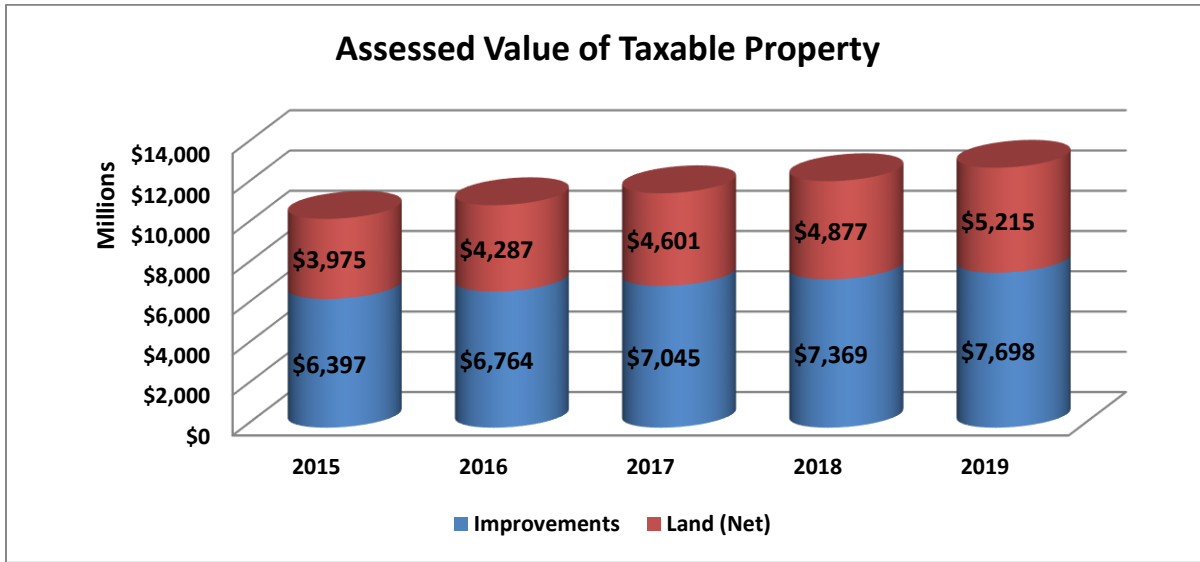


During 2018-19, the District responded to 6,206 incidents. 4,156 of the incidents were for Emergency Medical Services, or 67% of the total. 99 incidents or 1.6% were due to fires. Please refer to the CAFR for more detailed information.

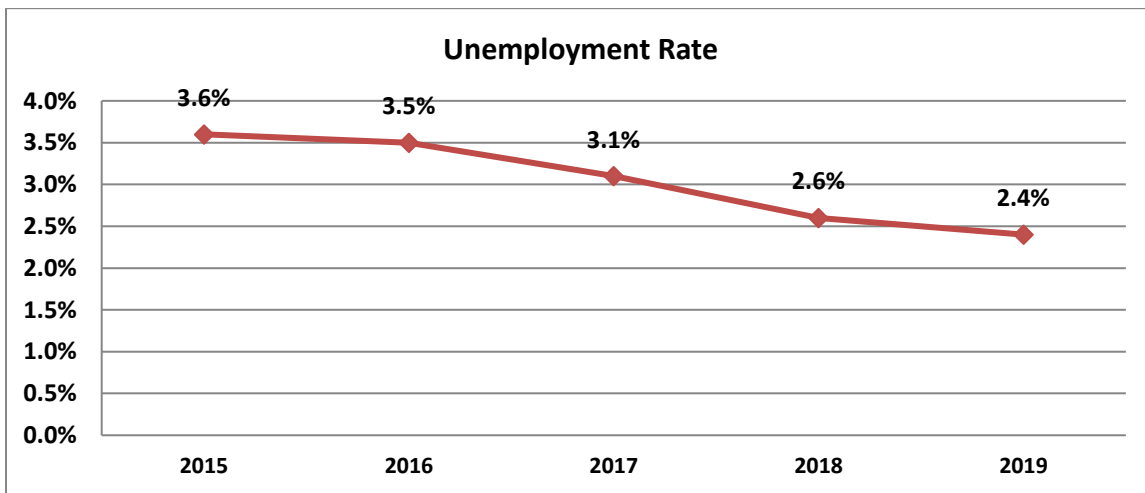


This bar chart illustrates average response time by incident type during 2018-19. The District goal is to respond to 90% of all emergency calls within nine minutes.

# NOVATO FIRE PROTECTION DISTRICT DISTRICT STATISTICS



This chart illustrates the growth in assessed valuation of real estate following the post-recession recovery that began in 2013. Projections are for slow to modest growth in assessed valuations in 2019 and 2020. The District receives 85% of its revenues from property taxes, and its budgets are significantly impacted by fluctuations in real estate valuations. Please refer to the CAFR for more detailed information.



The local unemployment rate continued to improve the last five years along with the continued growth in the economy. Please refer to the CAFR for more detailed information.