

# CONTRA COSTA COUNTY

Administration Building Board Chambers | 1025 Escobar St., Martinez, CA



## AGENDA

**Tuesday, May 14, 2024**

**1:00 PM**

### **FIRE PROTECTION DISTRICT**

*Board of Directors*

***FEDERAL D. GLOVER, CHAIR***

***CANDACE ANDERSEN, VICE CHAIR***

***JOHN GIOIA***

***DIANE BURGIS***

***KEN CARLSON***

***LEWIS BROSCHARD, FIRE CHIEF, (925) 941-3300***

***MONICA NINO, COUNTY ADMINISTRATOR AND CLERK OF THE  
BOARD OF SUPERVISORS, (925) 655-2075***

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). Meetings of the Board are closed-captioned in real time.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 888-278-0254 followed by the access code 843298#. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://cccounty-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the “raise your hand” feature in the Zoom app. To provide contact information, please contact Clerk of the Board at [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us) or call 925-655-2000. A Spanish language interpreter is available to assist Spanish-speaking callers. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the Board will continue the meeting in person without remote access.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).

1:00 P.M. Convene and call to order

**1. CONSIDER CONSENT ITEMS (Items listed as C.1 through C.13 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director. Items removed from the Consent Calendar will be considered with the Discussion Items.**

**2. DISCUSSION ITEMS**

**D.1** CONSIDER approving and authorizing the Fire Chief, or designee, to execute an Ambulance Services Pre-Award Agreement between Contra Costa County Fire Protection District and American Medical Response West, Inc. for the period May 15, 2024 through December 31, 2025. (Lewis Broschard, Fire Chief) [24-1423](#)

**D.2** CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Lewis Broschard, Fire Chief) [24-1424](#)

**Attachments:** [Fire Chief Report - May 14, 2024](#)

PUBLIC COMMENT (2 Minutes)

**3. CONSENT ITEMS**

**C.1** ADOPT Resolution No. 2024-8 designating the week of May 19-25, 2024 as Emergency Medical Services Week, with the theme of "Honoring Our Past, Forging Our Future", as recommended by the Fire Chief. [FPD-RES 2024-8](#)

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- C.2** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with The Knox Company in an amount not to exceed \$443,000 for the purchase of Knox lock boxes. (90% Federal Grant, 10% CCCFPD General Operating Fund) [24-1290](#)
- C.3** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute an InterLocal Participation Agreement with the BuyBoard National Purchasing Cooperative for the District to join the Cooperative and access lower purchase prices for goods. (No fiscal impact) [24-1291](#)
- C.4** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with Kalmikov Enterprises, Inc. (dba Fire Apparatus Solutions), in an amount not to exceed \$1,420,000 to procure an incident and breathing support vehicle. (100% CCCFPD General Operating Fund) [24-1292](#)
- C.5** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with the Cal Poly Corporation to provide temporary access to the Contra Costa County Fire Protection District's Training and Education Center for the California State-Certified Prescribed Fire Burn Boss Training, for the period June 10, 2024 through June 14, 2024. (No fiscal impact) [24-1293](#)
- C.6** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with the U.S. Department of the Navy to use the former Concord Naval Weapons Station for training purposes, for the period June 1, 2024 through May 31, 2025. (No fiscal impact) [24-1294](#)
- C.7** APPROVE and AUTHORIZE the Fire Chief, or designee, to enter into a Memorandum of Understanding with the San Ramon Valley Fire District, for annual allocations of \$1,100,000 for the use of their South County Training Facility for the period. (100% Measure X Funds) [24-1295](#)
- C.8** APPROVE the 2020-2021 and 2021-2022 financial audits of the former East Contra Costa Fire Protection District. (No fiscal impact) [24-1425](#)
- Attachments:** [ECCFPD MOIC 2022 Final](#)  
[ECCFPD RC 2022 Final](#)  
[ECCFPD BFS 2022 Final](#)
- C.9** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with AP Triton, LLC, in an amount not to exceed \$400,000 to provide ongoing fire-based emergency management consultant services to the District for the period May 1, 2024 through April 30, 2029. (100% CCCFPD EMS Transport Fund) [24-1296](#)
- C.10** AUTHORIZE the Fire Chief, or his designee, to execute a construction contract with Thompson Builders Corporation, in the amount of \$12,345,678 for tenant improvements at the Fire Protection District Communications Center. (100% EMS Transport Fund) [24-1297](#)
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- C.11** DENY claims filed by John Jenkin; Jay Rana, General Manager for Sonesta Select, and Fred Zhang. [24-1298](#)
- C.12** RATIFY the execution of a grant application by the Contra Costa County Fire Protection District to the U.S. Department of Homeland Security, Federal Emergency Management Agency Assistance to Firefighters Grants Program, in an amount not to exceed \$3,000,000, for the purchase of self-contained breathing apparatus equipment. (90% Federal, 10% District General Operating Fund match) [24-1299](#)
- C.13** RATIFY the execution of a grant application by the Contra Costa County Fire Protection District to the U.S. Department of Homeland Security, Federal Emergency Management Agency, in an amount not to exceed \$14,890,080 for the FY 2023 Staffing for Adequate Fire and Emergency Response grant program for a three-year period upon award. (100% Federal) [24-1300](#)

**ADVISORY COMMISSION**

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, June 10, 2024 at 7:00 p.m. at their Administrative Office, 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

**GENERAL INFORMATION**

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Directors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board before the Board votes on the motion to adopt. Each member of the public will be allowed two minutes to comment on the entire consent agenda.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for public testimony. Each speaker during public testimony will be limited to two minutes. After public testimony, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Directors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us).

Time limits for public speakers may be adjusted at the discretion of the Chair.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000.

Anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda may contact the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 655-2000 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:  
[www.contracosta.ca.gov](http://www.contracosta.ca.gov)

**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

Pursuant to Government Code section 84308, members of the Board of Directors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received, since January 1, 2023, more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item. Members of the Board of Directors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Board member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member, and may be made either in writing to the Clerk of the Board of Supervisors before the subject hearing or by verbal disclosure at the time of the hearing.

**Glossary of Acronyms, Abbreviations, and other Terms**

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. For a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings, please visit <https://www.contracosta.ca.gov/8464/Glossary-of-Agenda-Acronyms>.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-1423

**Agenda Date:** 5/14/2024

**Agenda #:** D.1

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**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** Emergency Ambulance Services Pre-Award Agreement

Recommendation of the County Administrator  Recommendation of Board Committee

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### RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute an Ambulance Services Pre-Award Agreement between Contra Costa County Fire Protection District (District) and American Medical Response West, Inc. (AMR) establishing the form of emergency ambulance services subcontract that the District and AMR will execute, if the County emergency ambulance services contract is awarded to the District, for the period of May 15, 2024 through December 31, 2025.

### FISCAL IMPACT:

The Ambulance Services Pre-Award Agreement does not provide for any payments to be made by either party.

### BACKGROUND:

The District has been providing ambulance services in the Alliance model since January 1, 2016. This model has been successful in the County; and other agencies throughout the State are also starting to implement similar models.

The District conducted a competitive Request for Proposal (RFP) process in mid-2023. Requests for RFP responses (RFP No. 2307-669) were solicited through the County Public Works procurement process on July 24, 2023. A mandatory pre-proposal bidders conference was held on August 2, 2023. Responses to the RFP were due on September 15, 2023 with RFP presentations and interview conducted on October 6, 2023.

Three ambulance companies submitted proposals including American Medical Response West, Inc. (AMR), Priority Ambulance, and Royal Ambulance. An assessment panel, consisting of both internal and external assessors with emergency ambulance transport management experience from the District, San Ramon Valley FPD, and the Cosumnes Community Services District. Additionally, a labor representative was included from the fire service with experience serving on the statewide Emergency Medical Services Commission. The assessment panel reviewed and scored the written RFP responses, as well as participating in and scoring the RFP response oral presentations by each proposer.

The assessment panel selected AMR as the most qualified respondent to provide emergency ambulance services under a subcontract with the District. AMR is the current provider of emergency ambulance

response services under its contract with the District. AMR has executed a confidential non-disclosure and non-competition agreement with the District as a condition of being selected as the prospective emergency response services subcontractor.

The purpose of the Ambulance Services Pre-Award Agreement is to establish the form of the emergency ambulance services subcontract that AMR and the District will enter into if the County LEMSA awards the County emergency ambulance services contract to the District. Under the terms of the ambulance services subcontract, AMR will be obligated to provide emergency ambulance services in the service area, at the District's direction, using AMR personnel and a combination of District and AMR equipment. The District will have the sole responsibility for owning, maintaining, and upgrading the ambulance fleet for the duration of the contract. The District will be responsible for billing and collection of patient fees and other charges. AMR will be compensated for its services at an hourly ambulance unit rate. The parties have agreed to execute the subcontract in the present form and to make it consistent with the County LEMSA Contract between the County and the District and the District's response to the LEMSA RFP.

If the District is not awarded the LEMSA Contract, the parties will have no further obligations to each other under the Ambulance Services Pre-Award Agreement. Additionally, the subsequent subcontract between AMR and the District will not be effective unless the Board considers and approves it at a later date, pursuant to award of a contract for emergency ambulance services between the District and the County.

If the District is awarded the LEMSA Contract, and the ambulance services subcontract is executed, it is anticipated that the payment limit of the subcontract will be approximately \$300,000,000 over the five years of the subcontract. The revenue received by the District, through patient billing and reimbursements from healthcare providers and other emergency ambulance transport revenue streams, would be used to fully offset the cost of the subcontract.

The District and AMR are working together to develop a competitive response to the County LEMSA RFP for emergency ambulance service.

#### **CONSEQUENCE OF NEGATIVE ACTION:**

If the Pre-Award Ambulance Services Agreement is not approved, the District will not be able to submit a response to the County LEMSA Request for Proposals for countywide ambulance service using the Alliance model.





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-1424

**Agenda Date:** 5/14/2024

**Agenda #:** D.2

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**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** Fire Chief's Report - May 14, 2024

Recommendation of the County Administrator  Recommendation of Board Committee

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### RECOMMENDATIONS:

ACCEPT a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives.

### FISCAL IMPACT:

No fiscal impact.

### BACKGROUND:

At the request of the Contra Costa County Fire Protection District Board of Directors, the Fire Chief is providing a report on the status and progress of the various District initiatives.

### CONSEQUENCE OF NEGATIVE ACTION:

The Board would not receive the most up to date information regarding ongoing Fire District activities and initiatives.



# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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May 14, 2024

TO: Board of Directors

FROM: Lewis Broschard, Fire Chief

RE: Fire Chief's Report

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## **Operations Section Update**

### *Field Operations*

- In the midnight hours of April 29th, a significant fire occurred in a three story commercial building under renovation in Concord. This fire was in the triangle created by Clayton Road, East Street, and Sunset Avenue. The fire was only a few blocks from Fire Station 6 and crews reported seeing smoke and flames from the station. Upon Engine 6 (Concord) arrival the 24,000 square foot building had fire on all floors and significant roof involvement. Crews made a brief attempt to enter the structure but the amount of heat and smoke along with the risk of rapid fire spread and building collapse changed their strategy to a defensive posture. Fire crews set up large hose streams applying water from the ground and through aerial ladder streams utilizing the three ladder trucks on scene. An estimated 600,000 gallons of water was applied in the first two hours of operations to bring the fire under control.

There was no damage to surrounding structures and no injuries were reported to civilians. Streets in the area were closed for almost two days as building collapse was a risk and demolition work was required. The cause of the fire has not been determined.



- The drying and curing of the annual grasses prompted the District to increase the response levels to vegetation fires, effective May 15th. Vegetation fire responses will now receive multiple engines and other specialty resources for the duration of the peak fire season.

### Training and Safety Division

- The annual pre-season wildland fire coordination meeting was held with all agencies and Cal-Fire in late April. This is an annual event to ensure all agencies responding to fires within the county are collaborating and communicating about operational readiness and response capabilities.
- The District is exploring options for a live burn for wildland training. Locations, feasibility, and logistics are being examined to determine if this can be accomplished within the time parameters and existing weather conditions.
- Multiple members of the District participated in the annual County Emergency Operations Center (EOC) drill. The District was responsible for filling the Operations Section of the EOC, as well as the Fire Branch of that section. These drills are important to practice skills not often used, and for establishing and strengthening relationships with other County departments and personnel who will need to work together to effectively manage EOC functions in the event of an EOC activation.

### Emergency Medical Services (EMS) Division

- Mid-May represents the final week of classroom instruction for our 12 paramedic students. The students will move into their clinical and ambulance internships.
- All of the Alliance ambulances have now been outfitted and equipped with the new powerload gurney systems. These systems save ambulance personnel from manually lifting the loaded gurney into the ambulance and use a power assisted system. This was a \$1Million investment by the District and we expect to minimize back strains and other associated injuries as a result of this new equipment.
- On May 8, Firefighter-Paramedic Brendan Cleary was awarded the California EMT of the Year by the State Emergency Medical Services Authority in a ceremony held in St. Helena. He is the sole recipient of this statewide award. He was nominated, and ultimately selected from a statewide list of candidates based on the following:
  - o Brendan, a dedicated paramedic and firefighter, has consistently demonstrated clinical excellence and exceptional compassion in critical situations.
  - o Notably, he provided comforting care to an 80% burn victim, praying with the patient at their request and facilitating a heartfelt message to their family, showcasing his human kindness.
  - o Brendan also exhibited quick thinking and clinical expertise in a complex case involving a 15-year-old with severe injuries, preventing further deterioration.

- o Additionally, he played a crucial role in the successful resuscitation of a newborn in cardiac arrest, ensuring a positive outcome without ischemic injuries.
  - o Brendan's commitment to continuous learning, genuine concern for each patient's well-being, and leadership qualities, coupled with his background as a proud Marine, make him a highly respected figure among his fellow firefighters and paramedics.
- Fire District EMS staff, hospital administrators, emergency ambulance program staff, and County EMS Agency representatives met on May 9 to kick-off the Nurse Navigation program design and implementation. The Nurse Navigation program is intended to reduce 911 emergency call volume by identifying those patients who do not require emergency ambulance transport or emergency room care and can be navigated to urgent care or other services with the assistance of a nurse and subsequent alternate transport assistance. While not widely used in California, the program is used in both large and small communities elsewhere in the nation, including Washington, D.C. and Seattle.
- The 50th Anniversary of EMS week is May 19th - 25th. This is a week to recognize and honor all who play a role in the delivery of critical medical services from the point of the 911 call to the scene of the emergency to the delivery of a patient to a hospital emergency department.

### Special Operations

- Fire Trail maintenance, performed by our heavy equipment program, began in the eastern part of the county, including Marsh Creek and Morgan Territory. The trail maintenance moves west into the central portions of the county, and then into the far west areas of El Sobrante as the weeks progress into the late Spring and early Summer. The District uses our bulldozers and rents additional equipment to accomplish this annual program.

### **Advanced Planning Section Update**

#### Fire Prevention Bureau

- Pile burning started on May 1 at the Lafayette/Walnut Creek Shaded Fuel Break. The piles are relatively small, averaging 4 feet by 6 feet in size, which allows our handcrew to safely burn them through mid-May. The majority of the vegetation has been chipped, although portions of the project are not accessible for a chipper and need to be burned.
- Wildfire prevention and preparedness Town Hall meetings started on May 7 in District 2 to discuss this year's fire season. They will continue throughout the month of May with one Town Hall meeting in each supervisorial district..
- Fire Inspector Ted Leach will be promoted to Fire Prevention Captain on May 13, filling the vacancy to supervise our Code Enforcement Unit.

- The deadline to comply with the District's weed abatement standards is June 3. Notices were sent out to residents at the beginning of May and signage is being posted along various roadways in impacted communities.

### District Studies

- **ISO** - is the Insurance Services Office, an advisory organization many insurance providers use to help evaluate residential and commercial property fire hazard risks. The process of updating the District's ISO rating is underway. The update will consider the openings of new stations funded through Measure X, acquired through the East Contra Costa Fire annexation, and the contract for service with the City of Pinole. The project will take months to complete. Updates will be made as they become available.
- **Community Facility Districts (CFD) and Development Impact Fees (DIF)** - The District is maintaining existing CFDs and DIFs and is also in the early stages of updating them to ensure these programs keep pace with District costs related to mitigating the impact of community development and growth.
- **User Fees—Updating Fire Prevention Cost Recovery Fees** - The District is evaluating the existing fee schedules and plans to make recommendations to update them in July or August 2024.
- **Community Risk Assessment and Standards of Cover Study** - The District has a request for proposals (RFP) distributed, seeking consultants to complete a District-wide Risk Assessment and recommended Standards of Cover study. The risk assessment will measure the risks throughout the jurisdiction and the standards of cover will recommend the appropriate amount of firefighters, type and kind of apparatus and equipment, and support staff needed to manage the District's overall risk. It is anticipated this project will take up to 18 months to complete.
- **Local Hazard Mitigation Plan (LHMP)** - The District is participating in and collaborating with other county departments in updating the LHMP. Our current focus is educating communities served about the updated report and accepting public feedback and comments using social media and our scheduled town hall events.

### City of Pinole Contract

- The contract for service with the City of Pinole is going well. March 1, 2024, marked the one-year mark for Station 74 being opened and the implementation of the contract. On May 11, 2024 the City of Pinole and the District will be hosting an open house to celebrate this milestone.

## **Administration Section Update**

### **Support Services Division**

- The District has taken possession of both of our new tractor drawn aerial ladder trucks. These \$2Million apparatus are expected to go in service at Fire Station 81 in Antioch and Fire Station 92 in Brentwood at the beginning of June. Small ceremonies to commemorate this investment in our communities are being planned for each station.
- The District has six new Type 1 fire engines that are being manufactured. District personnel will be completing a final inspection of them at Pierce Manufacturing, in Wisconsin, at the end of May. They will have various in-service dates throughout the summer as they are delivered to the District.
- Contractors have completed the installation of a new roof at Fire Station 10 in Concord. They have now started replacing the roof at Fire Station 5 in Pleasant Hill.
- Fire Station 85, Pittsburg: A new driveway is being installed that will allow Engine 85 to more safely access the fire station. Currently, when Engine 85 returns to the station, there is not a southbound turn lane for them to use to turn left into the station, exposing the engine and crew to being hit from behind as they wait to turn into the station. The District is in the process of installing a driveway to allow them to access the Station from the side street, through an adjacent District property.
- Fire Station 14, Martinez: The project to replace the concrete apparatus bay and front driveway is underway. Both Engine 14 and Truck 14 have been relocated to Fire Station 12 for the duration of this project. The District plans to restaff Fire Station 14 at the beginning of June.



### **Fire Stations / Major Facilities Construction**

- Fire Station 94, Brentwood: Design build teams have delivered presentations and responded to questions. We anticipate final selection in August. The final selected team will be responsible for taking the design through the Brentwood Planning Commission.

- Fire Station 90, Brentwood: Alternate sites have been identified. Staff is working with County Environmental and Real Estate to determine feasibility. Environmental review will be required. Staff is currently obtaining the required permission to conduct site testing.

#### Communications Division

- Two new Fire Dispatchers continue with their dispatch floor based training. Both are performing well in their training assignments. The district is currently conducting background investigations on two potential new Fire Dispatcher candidates to fill the last two remaining vacancies.
- The district will conduct interviews for one new GIS Analyst the second week of May. The district also finalized a contract with GeoComm to assist with increasing GIS needs and a full assessment of GIS projects district-wide.
- The Communications Division leadership team continues to work with COAR Architects and County Capital Projects on the pending remodel of the communication center and future communication division offices all located at 2010 Geary Road in Pleasant Hill. A tentative contractor has been selected via the County's bid process and the award of the project goes to the Board of Supervisors on May 14<sup>th</sup>. The district hopes to begin the remodel no later than July 1, 2024.
- The Information Technology team continues to work on several major projects, one of which is to provide for a stand-alone network that is supported 365 days a year 24 hours a day. The Information Technology team will be working with district and County DoIT leadership to review the system design, estimated costs and implementation plan.
- Work continues to secure a contract for a computer aided dispatch (CAD) rebuild and support from Central Square, our current CAD provider.

#### Public Information Office

- A new quarterly external community newsletter is being created to bring more awareness of things going on in the District to our residents.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** FPD-RES 2024-8

**Agenda Date:** 5/14/2024

**Agenda #:** C.1

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**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** Designating the Week of May 19-25, 2024, as Emergency Medical Services (EMS) Week

Recommendation of the County Administrator  Recommendation of Board Committee

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### RECOMMENDATIONS:

ADOPT Resolution No. 2024/xx designating the week of May 19-25, 2024 as Emergency Medical Services (EMS) Week, with the theme of "Honoring Our Past, Forging Our Future".

### FISCAL IMPACT:

There is no fiscal impact for this action.

### BACKGROUND:

National Emergency Medical Services (EMS) Week is May 19-25, 2024. This year marks the 50th anniversary of National EMS Week. This resolution honors local EMS responders (emergency medical technicians, paramedics, firefighters, police, emergency nurses, emergency physicians, emergency medical dispatchers, EMS educators, EMS administrators, and others) for the critical role they play in our EMS system.

### CONSEQUENCE OF NEGATIVE ACTION:

EMS Week will not be officially recognized.



## The Board of Directors of Contra Costa County Fire Protection District

**IN THE MATTER OF** recognizing May 19-25, 2024 as EMERGENCY MEDICAL SERVICES (EMS) WEEK,

WHEREAS, Emergency Medical Services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide compassionate, lifesaving care to those in need twenty-four (24) hours a day, seven (7) days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating May 19-25, 2024 as Emergency Medical Services Week;

**NOW, THEREFORE, BE IT RESOLVED**, that the Contra Costa County Fire Protection District Board of Directors does hereby designate the week of May 19-25, 2024, as Emergency Medical Services (EMS) Week.

The theme of the 50th Anniversary of EMS Week is “Honoring Our Past. Forging Our Future”. We encourage the community to observe this week with appropriate programs, ceremonies, and activities.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-1290

**Agenda Date:** 5/14/2024

**Agenda #:** C.2

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**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** Purchase of Knox Box Lockboxes

Recommendation of the County Administrator  Recommendation of Board Committee

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### RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with Knox Company in an amount not to exceed of \$443,000 for the purchase of Knox Box lockboxes.

### FISCAL IMPACT:

This expenditure is 90% grant funded from the Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security, Assistance to Firefighters Grant (AFG) Program. The Federal share of this grant is \$400,106 and the 10% District match is approximately \$43,000. The District match will be funded by the District's FY 2023-2024 General Operating Fund.

### BACKGROUND:

The District recently received a grant award from the FEMA AFG to improve and standardize our Knox Box system.

In accordance with California Fire Code section 506.1, key boxes, padlocks, and gate override access switches are deployed throughout the District. These key boxes, padlocks, and override switches play a critical role in providing immediate access for life-saving and firefighting efforts.

Currently, the District deploys the Knox Rapid Access System powered by one master key that has expanded with annexations and contract for services that as of today, includes six unique master Knox keys that provide this immediate access. However, the diversity in having six different keys presents complications and challenges with key management and interoperability. The diversity in keys complicates the efficient management and deployment of emergency services, particularly given the expansive geography of the fire district. Approval of this request will assist in reducing the number of unique keys and increase standardization across the District.

### CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this action would result in the District's continued complications and challenges with providing immediate access for life-saving and firefighting efforts to the communities we serve. Any delays with access to provide these efforts would further increase the damage to structures and access gates caused by the necessity to forcibly enter residences, businesses, and other facilities by fire personnel when called upon. Without improved standardization, the possibility of one of the six master keys becoming compromised would result in the need to acquire a new Knox master key and the District to pay and replace all the key cores and equipment that the key accessed throughout a large geographic area.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-1291

**Agenda Date:** 5/14/2024

**Agenda #:** C.3

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**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** InterLocal Participation Agreement with the BuyBoard National Purchasing Cooperative

Recommendation of the County Administrator  Recommendation of Board Committee

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### RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute the Interlocal Participation Agreement with the BuyBoard National Purchasing Cooperative.

### FISCAL IMPACT:

There is no fiscal impact associated with the execution of this agreement.

### BACKGROUND:

The Contra Costa County Fire Protection District (District) follows the Contra Costa County (County) requirements for purchasing. The County allows for the use of cooperative purchasing agreements under certain circumstances. The County is a BuyBoard National Purchasing Cooperative (Cooperative) member, but the District is not currently a member. This action would allow the District to join the Cooperative.

By joining the Cooperative, the District would be able to purchase goods, such as equipment and vehicles, from vendors that participate in the Cooperative. This would give the District access to goods negotiated to a lower price than the District might otherwise be able to find.

This agreement includes a limitation of liability provision between the BuyBoard National Purchasing Cooperative and Contra Costa Fire Protection District, limiting the BuyBoard National Purchasing Cooperative's liability to the amount of fees received by the Cooperative as a direct result of the member's purchase activity in the 12 months prior to the action being filed.

### CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the District would not be able to use this purchasing cooperative for any purchases, which may result in increased purchase costs.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 24-1292

**Agenda Date:** 5/14/2024

**Agenda #:** C.4

**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** Purchase Contract with Kalmikov Enterprises, Inc. (dba Fire Apparatus Solutions)

Recommendation of the County Administrator  Recommendation of Board Committee

### RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a purchase contract with Kalmikov Enterprises, Inc. (dba Fire Apparatus Solutions), for the manufacture and sale of an Incident Support/Breathing Support vehicle, in an amount not to exceed \$1,420,000, including indemnity by the Contra Costa County Fire Protection District.

### FISCAL IMPACT:

The District included an item in the approved FY 2023-2024 for \$1,000,000 for this planned procurement. The price increase for this vehicle will require a subsequent budget amendment to be approved by the board to account for the \$420,000 additional costs.

### BACKGROUND:

The Contra Costa County Fire Protection District (District) is charged with fighting fires as part of its primary mission of providing fire protection. To accomplish this mission, the District operates specialized apparatus, including an Incident Support/Breathing Support vehicle. This current Incident Support/Breathing Support vehicle is 20 years old and in need of replacement. Grant funding for the replacement have been unsuccessful despite several applications over the past several years.

An Incident Support/Breathing Support vehicle is a specialized piece of fire apparatus that can provide supplemental self-contained breathing apparatus (SCBA) cylinders and can fill SCBA cylinders at the scene of a fire. Additionally, this vehicle, unlike the District's current Breathing Support, will be outfitted with a SCBA washer to clean SCBA at a fire prior to firefighters leaving the scene. This initiative aligns with the District's cancer prevention efforts, aiming to reduce the risk of firefighters being exposed to contaminated gear and equipment following a fire incident. By minimizing the presence of contaminated gear on fire apparatus, we can significantly decrease the potential for exposure to harmful substances and mitigate the risk of long-term health consequences for our firefighters. This proactive approach demonstrates our commitment to prioritizing the health and safety of our personnel and underscores our dedication to implementing preventive measures that safeguard their well-being.

Acquiring the Incident Support/Breathing Support vehicle represents a significant step forward for District

operations and public safety. This investment will bring modern, dependable equipment into our fleet, enhancing our ability to serve our community effectively. By supplementing our current fleet with this advanced vehicle, the District will be better equipped to address the needs of our expanded service area, ensuring timely and efficient responses to emergencies.

Utilizing the Houston-Galveston Area Council (HGAC) cooperative purchasing program for this acquisition streamlines the procurement process, allowing us to obtain the vehicle efficiently and cost-effectively. This strategic approach not only maximizes our resources but also demonstrates our commitment to responsible fiscal management while prioritizing the safety and well-being of our residents and firefighters. Overall, the acquisition of this vehicle will have a positive and lasting impact on District operations and public safety.

Under the purchase contract, the District shall indemnify Kalmikov Enterprises for losses arising out of the District's use of the vehicle after delivery.

**CONSEQUENCE OF NEGATIVE ACTION:**

Continuing to operate the current 20-year-old Incident Support/Breathing Support vehicle across the entire District poses significant risks to both operational efficiency and public safety. Delaying the purchase of a replacement vehicle could result in escalating maintenance and repair costs, as aging equipment becomes more prone to breakdowns and failures. Furthermore, there is a real possibility of reduced ability to support fire ground operations if the apparatus is taken out of service for extensive repairs.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-1293

**Agenda Date:** 5/14/2024

**Agenda #:** C.5

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**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** Agreement with Cal Poly Corporation for CCCFPD Training Center Access

Recommendation of the County Administrator  Recommendation of Board Committee

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### RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with the Cal Poly Corporation providing temporary non-exclusive access to the Contra Costa County Fire Protection District's (CCCFPD) Training and Education Center for the California State-Certified Prescribed Fire Burn Boss (CARX) Training scheduled for June 10, 2024 through June 14, 2024.

### FISCAL IMPACT:

There is no fiscal impact associated with the execution of this agreement.

### BACKGROUND:

This in-person classroom-based course provides information about and develops the skills required for planning and managing prescribed fire on State or private lands. This course contains instructor-led training, including simulation exercises and a task book. Students are required to complete the prerequisites (coursework, firing, and leadership requirements) prior to taking the instructor-led training and completing the task book. This course was developed and formatted into the State Fire Training (SFT) curriculum development model. Stakeholders are encouraged to study this information carefully and seek clarification from SFT if questions arise. Certified persons may act as contractors within land designated as State Responsibility Area (SRA) by the Department of Forestry and Fire Protection.

This agreement includes a provision for mutual indemnification between Cal Poly Corporation and the District.

### CONSEQUENCE OF NEGATIVE ACTION:

Without this agreement, the District will not be able to conduct five-day classroom-based CARX State Prescribed Burn Boss Training for CCCFPD personnel.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-1294

**Agenda Date:** 5/14/2024

**Agenda #:** C.6

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**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** License Agreement with the U.S. Department of the Navy for Use of the Naval Weapons Station in Concord

Recommendation of the County Administrator  Recommendation of Board Committee

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### RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a license agreement with the U.S. Department of the Navy to use an approximately 80-acre portion of the former Concord Naval Weapon Station for public safety training purposes during the period June 1, 2024 through May 31, 2025.

### FISCAL IMPACT:

There is no cost associated with this action.

### BACKGROUND:

The U.S. Department of the Navy (Navy), owns the Marine Ocean Terminal Concord (MOTCO) administrative area on the former Concord Naval Weapons Station. The Contra Costa County Fire Protection District (District) and other agencies have used an approximately 80-acre area ("Premises") of the MOTCO administration area for public safety training purposes. District personnel have trained at this site for several years. In 2017, the District was awarded a Federal Emergency Management Agency (FEMA) grant to acquire and install a live burn prop at the MOTCO site. This training prop provides valuable training to recruit academies as well as ongoing live fire training that is otherwise not available. The license agreement requires the District to indemnify and hold the Navy harmless for the District's activities under the license. Risk Management has reviewed the indemnity and insurance requirements and has confirmed that the requirements are acceptable. For these reasons, District staff recommend that the Board approve the execution of the license agreement with the United States, Department of the Navy.

### CONSEQUENCE OF NEGATIVE ACTION:

The District will not be able to enter into an agreement with the Navy for use of the former Concord Naval Weapon Station's MOTCO facilities for public safety training.







# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 24-1295

**Agenda Date:** 5/14/2024

**Agenda #:** C.7

**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** Memorandum of Understanding with the San Ramon Valley Fire Protection District for Measure X Allocations to Support the South County Training Facility

Recommendation of the County Administrator  Recommendation of Board Committee

### RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to enter into a memorandum of understanding (MOU) with the San Ramon Valley Fire Protection District to provide funding for the South County Training Facility of \$1,100,000 annually, subject to the annual approval and allocation of funds to the Contra Costa County Fire Protection District (District) by the Board of Supervisors.

### FISCAL IMPACT:

The MOU will be funded 100% by Measure X funding. Annual funding renewals will be contingent on the Board of Supervisors' annual allocation to the District for this purpose.

### BACKGROUND:

On December 12, 2023, the Board of Supervisors approved an annual ongoing allocation of \$1,100,000 in Measure X funding to the San Ramon Valley Fire Protection District in support of the South County Training Facility. These funds would be allocated annually, subject to the Board of Supervisors approval, to the Contra Costa County Fire Protection District to distribute to the San Ramon Valley Fire Protection District subject to the terms of the memorandum of understanding between the two fire protection districts.

San Ramon Valley Fire is currently constructing a training facility available to all fire agencies in Contra Costa County, subject to availability and scheduling. Currently, the only training center in the immediate area is the Contra Costa County Fire District training facility in Concord. This requires substantial travel times to Concord for all agencies, taking units out of their home area to train.

The Contra Costa County Fire Protection District Training Facility is home to the fire academy, which is in session once or twice per year. Multiple in-service training sessions occur on the Contra Costa County Fire training grounds, including multi-company drills and probationary testing for firefighters, engineers, and captains, in addition to other certified courses hosted at our facilities. The Contra Costa County Fire Protection District allows other agencies to use our training tower and grounds to the best of its ability.

Partnering with the San Ramon Fire Protection District for the use of its South County Training Facility in San Ramon, will alleviate the strain on the Contra Costa County Fire District facility. This, in turn, will open up

more opportunities for training across the entire County's fire services, providing additional options and reducing scheduling conflicts.

**CONSEQUENCE OF NEGATIVE ACTION:**

San Ramon Valley Fire would not receive the funding required for the training facility project.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 24-1425

**Agenda Date:** 5/14/2024

**Agenda #:** C.8

**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** Accept Fiscal Year 2020-21 and 2021-22 East Contra Costa Fire Protection District Annual Financial Audits

Recommendation of the County Administrator  Recommendation of Board Committee

### RECOMMENDATIONS:

As the successor agency to the former East Contra Costa Fire Protection District, ACCEPT the Fiscal Year 2020-21 and Fiscal Year 2021-22 financial audits completed by Maze & Associates.

### FISCAL IMPACT:

There is no fiscal impact for this action.

### BACKGROUND:

Special Districts must have an annual financial audit of business activities to meet regulatory requirements. The East Contra Costa Fire Protection District (ECCFPD) contracted with Maze and Associates for annual District financial audits. The FY 2020-2021 and FY 2021-2022 audits were completed by Maze & Associates. For the General Fund and Special Revenue Funds, the audit had no adverse findings and concluded “In our opinion, the financial statements referred to above present fairly in all material respects, the respective financial position of the General Fund and Special Revenue Funds (Bethel Island Development Fee, East Diablo Development Fee, Cypress Lakes CFD, Oakley Development Fee and Delta Coves CSD), and the aggregate remaining fund information of the District, as of June 30, 2022, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.”

The audit did issue a Qualified Opinion for the Governmental Activities and concluded “In our opinion, except for the effects of the matters described in the “Basis for Qualified and Unmodified Options” paragraph, the financial statements referred to present fairly, in all material respects the financial position of the governmental activities of the District as of June 30, 2022 and the changes in financial position for the year ended in accordance with accounting principles generally accepted in the United States of America.”

The audit identified three issues with the Governmental activities, two of which were related to the annexation that took place on July 1, 2022:

*Significant Audit Matter 1- Capital Assets*

ECCFPD did not maintain complete detailed records of its capital assets and has not calculated or recorded depreciation.

**FIRE DISTRICT RESPONSE:** This issue has persisted since the initial audit for the year ending June 30, 2011. ECCFPD planned to acquire an independent financial system to track capital assets. However, due to limited staff resources, and with the eventual effort that began in 2020 regarding annexation, the focus of ECCFPD staff shifted toward annexation rather than finalizing the financial system project. Contra Costa County Fire staff has conducted a field survey of former ECCFPD capital items and is supplying this list to the Auditor-Controller's office. Notably, the former ECCFPD established a Board Policy (1-5), which provided a \$10,000 threshold for capital equipment, different than the current \$5,000 CCCFPD capital asset threshold.

*Significant Audit Matter 2- Compensated Absences*

ECCFPD did not provide compensated absence amounts for its employees as of June 30, 2022.

**FIRE DISTRICT RESPONSE:** Due to annexation on July 1, 2022, the ability to access the former ECCFPD payroll system was no longer available as of September 30, 2022 and as such this element of the report was unable to be furnished;

*Significant Audit Matter 3- Other Post-Employment Benefits*

ECCPD did not update the calculation for Other Post-Employment Benefits for the current year.

**FIRE DISTRICT RESPONSE:** The ECCFPD was no longer functional after its annexation on July 1, 2022, and the OPEB liability was combined with the Contra Costa County Fire Protection District as of that date.

**CONSEQUENCE OF NEGATIVE ACTION:**

Failure to approve this action would result in non-compliance with regulatory requirements for the dissolution of the East Contra Costa Fire Protection District.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**MEMORANDUM ON INTERNAL CONTROL**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2022**

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**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**For the Year Ended June 30, 2022**

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## MEMORANDUM ON INTERNAL CONTROL

Board of Directors  
of the East Contra Costa  
Fire Protection District  
Brentwood, California

In planning and performing our audits of the basic financial statements of the East Contra Costa Fire Protection District (District) as of and for the year ended June 30, 2022, 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 audit 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.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist and that were not identified. 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. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

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. We consider the deficiencies in internal control included on the Schedule of Material Weaknesses to be material weaknesses. We consider the deficiencies in internal control included as items 2021-01 to 2021-02 on the Current Status of Prior Year Material Weaknesses to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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, the Board, others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads 'Maze & Associates' in a cursive, slightly slanted script.

Pleasant Hill, California  
February 20, 2024

Accountancy Corporation  
3478 Buskirk Avenue, Suite 217  
Pleasant Hill, CA 94523

T 925.228.2800  
E maze@mazeassociates.com  
W mazeassociates.com

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**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF MATERIAL WEAKNESSES**

**2022-01 Analyzing Activity in General Ledger Funds and Developing Year End Closing Procedures**

Transactions posted to the general ledger throughout the fiscal year should be reviewed in detail to ensure that the transactions are posted to the correct general ledger accounts and accurately reflect the activity that occurred. After initial year-end closing entries are posted to the general ledger, all funds should be analyzed to ensure that additional closing entries are not required prior to providing the general ledger for audit. This analysis should include entity-wide level adjustments and should also include a review of budget data in the general ledger for completeness and accuracy.

We understand that due to the taking on the accounting from the Contra Costa County that there were some conversion issues.

If fund analyses are not performed throughout the fiscal year and during the year-end closing process, unauthorized transactions or material errors in the general ledger and interim financial reports may not be detected and corrected in a timely manner and interim or year-end reports may be materially inaccurate.

District staff must develop procedures to ensure the year-end closing process includes an analysis of accounts to ensure that the presentation in each fund and account is appropriate prior to the start of the year-end audit. And, that detailed analysis should also be incorporated into the monthly closing process throughout the fiscal year to minimize the impact on the year-end closing. Finally, prior to providing the general ledger for audit, the District should ensure that the beginning fund balance in each fund agrees to the prior year audited ending fund balance, thus ensuring that all prior year post-closing entries have been properly recorded in the general ledger.

**202-02 Capital Assets Inventory, Accounting and Depreciation**

Capital assets should be recorded at historical cost or estimated historical cost if actual historical cost is not available and generally accepted accounting principles require that the District's capital assets, other than land, be depreciated over the estimated useful lives of those assets. And, to facilitate the proper recording of capital asset activity, a capitalization policy should be in place that includes capitalization thresholds, useful lives, disposal authorization, determination of fair value of contributed assets, definitions of networks and subsystems, defining collections, and acquisition approval.

The District received a detailed schedule of land, buildings and improvements, equipment and vehicles contributed by the County as of July 1, 2010 that included the historical cost of those assets that was recorded in the general ledger at that date. However, we understand the District has inventoried its capital assets in use, but that inventory has not been reconciled with the detail provided by the County.

As a result, the District has not made any adjustments to the general ledger balance of the capital assets contributed by the County, other than to record additions and retirements of buildings and certain vehicles subsequent to July 1, 2010. In addition, the District has not calculated or recorded the balance of accumulated depreciation for the applicable assets and has not adopted a formal capitalization policy. The Capital Assets are misstated and not reported in accordance with GAAP and GASB.

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**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

**NEW GASB PRONOUNCEMENTS OR PRONOUNCEMENTS NOT YET EFFECTIVE**

**EFFECTIVE FISCAL YEAR 2022/23:**

**GASB 91 – Conduit Debt Obligations**

The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

**GASB 94 – Public-Private and Public-Public Partnerships and Availability Payment Arrangements**

The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement.

This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction.

**GASB 96 – Subscription-Based Information Technology Arrangements**

This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended.

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**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**CURRENT STATUS OF PRIOR YEAR MATERIAL WEAKNESSES**

**2021-01 Analyzing Activity in General Ledger Funds and Developing Year End Closing Procedures**

Transactions posted to the general ledger throughout the fiscal year should be reviewed in detail to ensure that the transactions are posted to the correct general ledger accounts and accurately reflect the activity that occurred. After initial year-end closing entries are posted to the general ledger, all funds should be analyzed to ensure that additional closing entries are not required prior to providing the general ledger for audit. This analysis should include entity-wide level adjustments and should also include a review of budget data in the general ledger for completeness and accuracy.

The District's accounting records are maintained by both the internally and Contra Costa County and the general ledger reports generated by each entity are combined to prepare the District's annual financial statements.

The general ledger reports initially provided for the 2020 audit were incomplete and did not include all data for all of the District's funds. After we did finally receive the complete 2020 reports, there were a significant amount of journal entries needed to both tie to the cash balance at the County as well as other items.

The post-closing adjusting journal entries we found during the audit for each fiscal year included the following:

- The major adjustments needed in fiscal year 2020 related to the following journal entries:
  - Transfer from Cypress Lakes CFD of \$269,500 that occurred in previous fiscal years. The District needs to request these funds to be transferred out of the County and into the District's bank account.
  - Budgeted reserve transfers from the General Fund to the Capital Improvement Fund, Equipment Replacement Fund and OPEB Funds
  - Correction to correct the recording of PARS and CCCERA payments. During the year, the District was subjected to penalties for non payment.
  - The removal of 2019 accruals related to accounts receivables.
  - Correction of the payment to PNC as principal and interest for the equipment lease.
  - Record OPEB-related liability and deferred outflows/inflows of resources net activity
  - Record pension-related liability and deferred outflows/inflows of resources net activity

We understand that the need for so many post-closing journal entries was caused by the District staff starting to take over the reporting from the City of Brentwood.

If fund analyses are not performed throughout the fiscal year and during the year-end closing process, unauthorized transactions or material errors in the general ledger and interim financial reports may not be detected and corrected in a timely manner and interim or year-end reports may be materially inaccurate.



**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**CURRENT STATUS OF PRIOR YEAR MATERIAL WEAKNESSES**

**2021-01 Analyzing Activity in General Ledger Funds and Developing Year End Closing Procedures  
(Continued)**

District staff must develop procedures to ensure the year-end closing process includes an analysis of accounts to ensure that the presentation in each fund and account is appropriate prior to the start of the year-end audit. And, that detailed analysis should also be incorporated into the monthly closing process throughout the fiscal year to minimize the impact on the year-end closing. Finally, prior to providing the general ledger for audit, the District should ensure that the beginning fund balance in each fund agrees to the prior year audited ending fund balance, thus ensuring that all prior year post-closing entries have been properly recorded in the general ledger.

***Management's Response:***

This issue has been addressed with the implementation of Financial Edge accounting software and the hiring of a Staff Accountant. Prior to the implementation of the Financial Edge accounting software, the District had 3 separate and independent mechanisms to trace accounting transactions (one for revenue, one for expenses and one for payroll). The entire fiscal year of 2019-2020 was recreated in the Financial Edge software with analysis and closing procedure pending the June 30, 2019 audit. The audit was completed in April of 2021 and provided the beginning balances for the Financial Edge software as of 7/1/2020. Until these balances could be mapped and entered into the system, analyzing fund activity and closing procedures had to be delayed well into the following fiscal year.

**2021-02 Capital Assets Inventory, Accounting and Depreciation**

Capital assets should be recorded at historical cost or estimated historical cost if actual historical cost is not available and generally accepted accounting principles require that the District's capital assets, other than land, be depreciated over the estimated useful lives of those assets. And, to facilitate the proper recording of capital asset activity, a capitalization policy should be in place that includes capitalization thresholds, useful lives, disposal authorization, determination of fair value of contributed assets, definitions of networks and subsystems, defining collections, and acquisition approval.

The District received a detailed schedule of land, buildings and improvements, equipment and vehicles contributed by the County as of July 1, 2010 that included the historical cost of those assets that was recorded in the general ledger at that date. However, we understand the District has inventoried its capital assets in use, but that inventory has not been reconciled with the detail provided by the County.

As a result, the District has not made any adjustments to the general ledger balance of the capital assets contributed by the County, other than to record additions and retirements of buildings and certain vehicles subsequent to July 1, 2010. In addition, the District has not calculated or recorded the balance of accumulated depreciation for the applicable assets and has not adopted a formal capitalization policy. The Capital Assets are misstated and not reported in accordance with GAAP and GASB.

***Management's Response:***

The consolidating of assets from the County to the East Contra Fire Protection District made valuation difficult. The Staff Accountant has booked the Capital Assets per the June 30, 2019 audited financial statements.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
REQUIRED COMMUNICATIONS  
FOR THE YEAR ENDED JUNE 30, 2022**

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**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
REQUIRED COMMUNICATIONS**

**For the Year Ended June 30, 2021**

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## REQUIRED COMMUNICATIONS

Board of Directors  
of the East Contra Costa  
Fire Protection District  
Brentwood, California

We have audited the basic financial statements of East Contra Costa Fire Protection District (District) the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 28, 2022. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Matters**

#### ***Qualitative Aspects of Accounting Practices***

*Accounting Policies* - Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

*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, with the exception of depreciation expense, and events that occurred subsequent to June 30, 2022 discussed below could have a potential impact on the financial statements:

#### *Capital Assets – Accumulated Depreciation and Depreciation Expense*

As discussed in Note 4A to the financial statements, the District does not maintain complete detailed records of its capital assets and has not calculated or recorded depreciation. Generally accepted accounting principles require the recording of depreciation and that capital assets should be recorded at supportable historical values.

#### *Compensated Absences*

As discussed in Note 1I to the financial statements, the District does not maintain complete detailed records of its compensated absences. Generally accepted accounting principles require the recording of compensated absences to reflect amounts owed.

#### *Other Post-Employment Benefits*

As discussed in Note 8B to the financial statements, the District did not update the actuarial information for calculating the Net OPEB Liability. Generally accepted accounting principles require this to be updated or rolled forward each year.

## ***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 estimates affecting the District's financial statements were:

*Estimated Net Pension Asset and Pension-Related Deferred Outflows and Inflows of Resources:* Management's estimate of the net pension asset and deferred outflows/inflows of resources are disclosed in Note 7 to the financial statements and are based on accounting valuations determined by the Contra Costa County Employees' Retirement Association, which are based on the experience of the District. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

*Estimated Total OPEB Liability and OPEB-Related Deferred Outflows and Inflows of Resources:* Management's estimate of the net OPEB liability and deferred outflows/inflows of resources are disclosed in Note 8 to the financial statements and are based on an 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 estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

*Estimated Fair Value of Investments:* As of June 30, 2022, the District had approximately \$30 million of cash and investments as measured by fair value as disclosed in Note 2 to the Financial Statements. Fair value is essentially market pricing in effect as of June 30, 2022. These fair values are not required to be adjusted for changes in general market conditions occurring subsequent to June 30, 2022.

## ***Disclosures***

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. See the discussions under *Unusual Transactions, Controversial or Emerging Areas* above and in the Notes to the financial statements regarding the unsettled law and highly contingent nature of these matters.

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. However, the audit was significantly delayed due to the District's difficulty annual closing of the records, combined with the additional work in the annexation as discussed in Note 11 of the financial statements.

### ***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 except for Capital Assets as discussed in Note 4A, Compensated Absences as discussed in Note 11 and Net OPEB Liability as discussed in Note 8B. The District's Capital Assets, Compensated Absences and Net OPEB Liability are not reported in accordance with GAAP.

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. Except as discussed in paragraph above, we have no such misstatements to report to the Board.

### ***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 February 20, 2024.

### ***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 engaged to report on the supplementary information, which accompanying the financial statements but are not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

\*\*\*\*\*

This information is intended solely for the use of the Board 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  
February 20, 2024

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**BRENTWOOD, CALIFORNIA**  
**BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

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**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**Basic Financial Statements**  
**For the Year Ended June 30, 2022**

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**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**Basic Financial Statements**  
**For the Year Ended June 30, 2022**

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**INDEPENDENT AUDITOR’S REPORT**

To the Board of Directors of the  
 East Contra Costa Fire Protection District  
 Brentwood, California

***Qualified and Unmodified Opinions***

We have audited the accompanying financial statements of the governmental activities and each major fund of the East Contra Costa Fire Protection District (District), California as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements as listed in the Table of Contents.

***Summary of Opinions***

Opinion Unit	Type of Opinion
Governmental Activities	Qualified
General Fund	Unmodified
Special Revenue Funds:	
Bethel Island Development Fee	Unmodified
East Diablo Development Fee	Unmodified
Cypress Lakes CFD	Unmodified
Oakley Development Fee	Unmodified
Delta Coves CSD	Unmodified

**Qualified Opinion on the Governmental Activities**

In our opinion, except for the effects of the matters described in the “Basis for Qualified and Unmodified Opinions” paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities of the District as of June 30, 2022, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Unmodified Opinions on General Fund and Special Revenue Funds as listed above.**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the General Fund and Special Revenue Funds as listed above, and the aggregate remaining fund information of the District, as of June 30, 2022, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Qualified and Unmodified Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified and unmodified audit opinions.

### ***Matters Giving Rise to the Qualified Opinion on the Governmental Activities***

As discussed in Note 4A, the District does not maintain complete detailed records of its capital assets and has not calculated or recorded depreciation. Generally accepted accounting principles require the recording of depreciation and that capital assets should be recorded at supportable historical values.

As discussed in Note 1I, the District does not update the compensated absences amounts.

As discussed in Note 8B, the District did not update the calculation for Other Post-Employment Benefits for the current year.

### ***Responsibilities of Management's 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; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Emphasis of a Matter***

#### *Subsequent Event*

As explained in Note 11A, the County Local Area Formation Commission unanimously approved the consolidation of the Contra Costa Fire Protection District and the East Contra Costa Fire Protection District on March 9, 2022 which took effect on July 1, 2022.

### ***Required Supplementary Information***

The District has omitted the Management's Discussion and Analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of, the basic financial statements. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and other required supplementary information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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 Supplemental Information listed in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.



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

*Maze + Associates*

Pleasant Hill, California  
February 20, 2024

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**

**STATEMENT OF NET POSITION  
AND STATEMENT OF ACTIVITIES**

The Statement of Net Position and the Statement of Activities summarizes the entire District's financial activities and financial position. They are prepared on the same basis as is used by most businesses, which means they include all the District's assets, all its liabilities and all its deferred inflows/outflows of resources, as well as all its revenues and expenses. This is known as the full accrual basis—the effect of all the District's transactions is taken into account, regardless of whether or when cash changes hands, but all material internal transactions between District funds have been eliminated.

The Statement of Net Position reports the difference between the District's total assets and deferred outflows of resources and the District's total liabilities and deferred inflows of resources, including all the District's capital assets and its long-term liabilities. The Statement of Net Position presents similar information to the old balance sheet format, but presents it in a way that focuses the reader on the composition of the District's net position, by subtracting total liabilities and deferred inflows of resources from total assets and deferred outflows of resources.

The Statement of Net Position summarizes the financial position of all the District's Governmental Activities in a single column. The District's Governmental Activities include the activities of its General Fund and Special Revenue Funds.

The Statement of Activities reports increases and decreases in the District's net position. It is also prepared on the full accrual basis, which means it includes all the District's revenues and all its expenses, regardless of when cash changes hands. This differs from the "modified accrual" basis used in the Fund financial statements, which reflect only current assets, current liabilities, current deferred outflows/inflows of resources, available revenues and measurable expenditures.

The Statement of Activities presents the District's expenses first, listed by program. Program revenues—that is, revenues which are generated directly by these programs—are then deducted from program expenses to arrive at the net expense of each governmental program. The District's general revenues are then listed in the Governmental Activities column, as appropriate, and the Change in Net Position is computed and reconciled with the Statement of Net Position.

EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
STATEMENT OF NET POSITION  
JUNE 30, 2022

ASSETS	<u>Governmental Activities</u>
Current Assets:	
Cash and investments available for operations (Note 2)	\$24,494,036
Restricted investments (Note 2)	6,219,097
Accounts Receivable:	
Due from other governments	7,603,201
Other receivables	28,785
Prepays	<u>5,569</u>
Total Current Assets	<u>38,350,688</u>
Non-Current Assets:	
Net Pension Asset (Note 7C)	
Capital Assets (Note 4):	
Non-depreciable	1,933,940
Depreciable	<u>300,988</u>
Total Capital Assets	<u>15,262,349</u>
Total Non-Current Assets	<u>17,497,277</u>
Total Assets	<u>55,847,965</u>
DEFERRED OUTFLOWS OF RESOURCES	
Related to pensions (Note 7C)	6,044,526
Related to OPEB (Note 8B)	<u>483,302</u>
Total Deferred Outflows of Resources	<u>6,527,828</u>
LIABILITIES	
Current Liabilities:	
Accounts payable and accrued liabilities	<u>1,577,447</u>
Noncurrent Liabilities:	
Compensated absences, due in more than one year (Note 11)	435,077
Long-term debt (Note 5):	
Due in one year	481,245
Due in more than one year	501,313
Net OPEB liability (Note 8B)	<u>4,318,950</u>
Total Noncurrent Liabilities	<u>5,736,585</u>
Total Liabilities	<u>7,314,032</u>
DEFERRED INFLOWS OF RESOURCES	
Related to pensions (Note 7C)	8,866,124
Related to OPEB (Note 8B)	<u>5,258,662</u>
Total Deferred Inflows of Resources	<u>14,124,786</u>
NET POSITION (DEFICIT) (Note 6)	
Net investment in capital assets	15,563,337
Restricted for:	
Facilities and equipment	1,721,952
Operations and maintenance	660,973
Unrestricted	<u>22,990,713</u>
Total Net Position (Deficit)	<u><u>\$40,936,975</u></u>

See accompanying notes to basic financial statements

EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2022

Functions/Programs	Expenses	Program Revenues		Governmental Activities Net (Expenses) Revenues
		Charges for Services	Operating Grants and Contributions	
Governmental Activities:				
Fire Protection:				
General	\$10,235,337	\$1,616,437	\$8,152,881	(\$466,019)
Cypress Lakes	(381,064)		6,939	388,003
Interest	53,323			(53,323)
Total Governmental Activities	<u>\$9,907,596</u>	<u>\$1,616,437</u>	<u>\$8,159,820</u>	<u>(131,339)</u>
 General Revenues:				
Property tax				17,084,791
Pass-throughs from other agencies				45,353
Home owner property tax relief				29,937
Other in-lieu taxes				<u>17,160,081</u>
Total General Revenues and Special Item				<u>17,160,081</u>
Change in Net Position				17,028,742
Net Position (Deficit) - Beginning, as restated				<u>23,908,233</u>
Net Position (Deficit) - Ending				<u>\$40,936,975</u>

See accompanying notes to basic financial statements

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## FUND FINANCIAL STATEMENTS

Major funds are defined generally as having significant activities or balances in the current year. The District considers all of its funds to be major funds which are described below:

### ***GENERAL FUND***

The General Fund is the general operating fund of the District. It is used to account for all financial resources. The major revenue sources for this Fund are property taxes and pass-throughs from other agencies. Expenditures are made for public safety and other operating expenditures.

### ***BETHEL ISLAND DEVELOPMENT FEE SPECIAL REVENUE FUND***

The Bethel Island Development Fee Fund is used to account for developer fees collected from the Bethel Island area for facilities and equipment. Funds may be used only for facilities, not operations, and are to provide necessary facilities and equipment as a result of growth. The funds cannot be used for existing facility deficiencies.

### ***EAST DIABLO DEVELOPMENT FEE SPECIAL REVENUE FUND***

The East Diablo Development Fee Special Revenue Fund is used to account for developer fees collected from the East Diablo area for facilities and equipment. Funds may be used only for facilities, not operations, and are to provide necessary facilities and equipment as a result of growth. The funds cannot be used for existing facility deficiencies.

### ***CYPRESS LAKES CFD SPECIAL REVENUE FUND***

The Cypress Lakes CFD Special Revenue Fund is used to account for special assessments collected in the Cypress Lake area and is to be used only for operations and maintenance in the area. Revenue is transferred to the General Fund to help support services in this area.

### ***OAKLEY DEVELOPMENT FEE SPECIAL REVENUE FUND***

The Oakley Development Fee Special Revenue Fund is used to account for developer fees collected in the City of Oakley for facilities and equipment. Funds may be used only for facilities, not operations, and are to provide necessary facilities and equipment as a result of growth. The funds cannot be used for existing facility deficiencies.

### ***DELTA COVES CSD SPECIAL REVENUE FUND***

The Delta Coves Community Services District (CSD) Special Revenue Fund is used to account for special assessments collected in the Delta Coves area located on Bethel Island and is to be used only for operations and maintenance in the area. The tax is applicable to 494 single family homes and 66 condominiums. Revenue will be transferred to the General Fund to help support services in this area.

EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2022

	Special Revenue Funds						Total Governmental Funds
	General Fund	Bethel Island Development Fee	East Diablo Development Fee	Cypress Lakes CFD	Oakley Development Fee	Delta Coves CSD	
<b>ASSETS</b>							
Assets:							
Cash and investments available for operations (Note 2)	\$20,971,906	\$102,259	\$1,379,967	\$850,178	\$1,182,144	\$7,582	\$24,494,036
Restricted investments (Note 2)	6,219,097						6,219,097
Accounts Receivable:							
Due from other governments	7,261,467				341,734		7,603,201
Other receivables	28,785						28,785
Prepays	5,569						5,569
Advance to other funds (Note 3)	341,734						341,734
<b>Total Assets</b>	<b>\$34,828,558</b>	<b>\$102,259</b>	<b>\$1,379,967</b>	<b>\$850,178</b>	<b>\$1,523,878</b>	<b>\$7,582</b>	<b>\$38,692,422</b>
<b>LIABILITIES AND FUND BALANCES</b>							
Liabilities:							
Accounts payable and accrued liabilities	\$423,537			\$189,205	\$950,000		\$1,562,742
Advance from other fund (Note 3)					341,734		341,734
<b>Total Liabilities</b>	<b>423,537</b>			<b>189,205</b>	<b>1,291,734</b>		<b>1,904,476</b>
Fund Balances (Note 6):							
Nonspendable:							
Prepays	5,569						5,569
Advance to other fund	341,734						341,734
Restricted for:							
Facilities and equipment		\$102,259	\$1,379,967		232,144	\$7,582	1,721,952
Operations and maintenance				\$660,973			660,973
Pension stabilization	2,512,310						2,512,310
Assigned to:							
Facilities and equipment	2,640,954						2,640,954
Employee benefits	3,706,787						3,706,787
Unassigned	25,197,667						25,197,667
<b>Total Fund Balances</b>	<b>34,405,021</b>	<b>102,259</b>	<b>1,379,967</b>	<b>660,973</b>	<b>232,144</b>	<b>7,582</b>	<b>36,787,946</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$34,828,558</b>	<b>\$102,259</b>	<b>\$1,379,967</b>	<b>\$850,178</b>	<b>\$1,523,878</b>	<b>\$7,582</b>	<b>\$38,692,422</b>

See accompanying notes to basic financial statements

EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
 Reconciliation of the  
 GOVERNMENTAL FUNDS - BALANCE SHEET  
 with the  
 STATEMENT OF NET POSITION  
 JUNE 30, 2022

TOTAL FUND BALANCES - TOTAL GOVERNMENTAL FUNDS \$36,787,946

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:

CAPITAL ASSETS

Capital assets used in Governmental Activities are not current assets or financial resources and  
 therefore are not reported in the Governmental Funds:

Non-depreciable capital assets	300,988
Depreciable capital assets	15,262,349

LONG-TERM LIABILITIES

Certain liabilities are not due and payable in the current period and therefore they are not  
 reported in the Governmental Funds:

Interest payable	(14,705)
Compensated absences payable, due in more than one year	(435,077)
Long-term debt	(982,558)
Net pension liability and deferred outflows/inflows of resources	(887,658)
Net OPEB liability and deferred outflows/inflows of resources	(9,094,310)
	(9,094,310)

NET POSITION OF GOVERNMENTAL ACTIVITIES	\$40,936,975
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See accompanying notes to basic financial statements



EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
 GOVERNMENTAL FUNDS  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 FOR THE YEAR ENDED JUNE 30, 2022

	Special Revenue Funds					Total Governmental Funds
	General Fund	Bethel Island Development Fee	East Diablo Development Fee	Cypress Lakes CFD	Oakley Development Fee	
<b>REVENUES:</b>						
District taxes	\$17,084,791					\$17,084,791
Intergovernmental revenues	8,099,784	\$46,129				8,145,913
Home owner property tax relief	45,353					45,353
Other in-lieu taxes	29,937					29,937
Special assessments					\$6,939	6,939
Charges for services	1,416,353				\$200,084	1,616,437
Reimbursements	6,968					6,968
<b>Total Revenues</b>	<b>26,683,186</b>	<b>46,129</b>			<b>200,084</b>	<b>26,936,338</b>
<b>EXPENDITURES:</b>						
Current:						
Public safety-fire protection:						
Salaries and benefits	11,381,458					11,381,458
Services and supplies	3,579,035			(\$381,064)		3,197,971
Capital outlay	2,572,094					2,572,094
Principal retirements (Note 5)	461,981					461,981
Interest and fiscal charges (Note 5)	60,237					60,237
<b>Total Expenditures</b>	<b>18,054,805</b>			<b>(381,064)</b>		<b>17,673,741</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>8,628,381</b>	<b>46,129</b>		<b>381,064</b>	<b>200,084</b>	<b>9,262,597</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>8,628,381</b>	<b>46,129</b>		<b>381,064</b>	<b>200,084</b>	<b>9,262,597</b>
Fund balances at beginning of year, as restated	25,776,640	56,130	\$1,379,967	279,909	32,060	27,525,349
Fund balances at end of year	<u>\$34,405,021</u>	<u>\$102,259</u>	<u>\$1,379,967</u>	<u>\$660,973</u>	<u>\$232,144</u>	<u>\$36,787,946</u>

See accompanying notes to basic financial statements

EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
Reconciliation of the  
NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS  
with the  
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2022

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	\$9,262,597
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Amounts reported for governmental activities in the Statement of Activities are different because of the following:

CAPITAL ASSETS TRANSACTIONS

Governmental Funds report capital outlay 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.

Additions to capital assets are added to fund balance	2,628,014
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LONG-TERM DEBT PROCEEDS AND PAYMENTS

Lease proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of lease principal is an expenditure in the governmental funds, but in the Statement of Net Position the repayment reduces long-term liabilities.

Issuance of debt is deducted from fund balance	461,981
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ACCRUAL OF NON-CURRENT ITEMS

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):

Interest payable	6,914
Compensated absences	0
Net pension liability and deferred outflows/inflows of resources	4,669,236
Total OPEB liability and deferred outflows/inflows of resources	<u>0</u>

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$17,028,742</u></u>
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See accompanying notes to basic financial statements

EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2022

	GENERAL FUND				BETHEL ISLAND DEVELOPMENT FEE FUND		
	Original Budgeted Amounts	Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)	Original and Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)
REVENUES:							
District taxes	\$17,150,096	\$17,150,096	\$17,084,791	(\$65,305)			
Intergovernmental Revenues	218,087	218,087	8,099,784	7,881,697		\$46,129	
Pass-throughs from other Agencies	692,407	692,407		(692,407)			
Home owner property tax relief	92,563	92,563	45,353	(47,210)			
Other in-lieu taxes	15,316	15,316	29,937	14,621			
Special assessments							
Developer fees					\$1,000		(\$1,000)
Charges for services	3,094,136	3,094,136	1,416,353	(1,677,783)			
Use of money and property							
Reimbursements							
Other revenue	116,583	116,583	6,968	(109,615)			
<b>Total Revenues</b>	<b>21,379,188</b>	<b>21,379,188</b>	<b>26,683,186</b>	<b>5,303,998</b>	<b>1,000</b>	<b>46,129</b>	<b>Col&lt;Row by 4</b>
EXPENDITURES:							
Current:							
Public safety-fire protection:							
Salaries and benefits	15,553,903	15,553,903	11,381,458	4,172,445			
Services and supplies	6,690,432	6,690,432	3,579,035	3,111,397			
Other charges							
Capital outlay	1,947,528	1,947,528	2,572,094	(624,566)			
Principal retirement			461,981	(461,981)			
Interest and fiscal charges			60,237	(60,237)			
<b>Total Expenditures</b>	<b>24,191,863</b>	<b>24,191,863</b>	<b>18,054,805</b>	<b>6,137,058</b>			
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(2,812,675)</b>	<b>(2,812,675)</b>	<b>8,628,381</b>	<b>11,441,056</b>	<b>1,000</b>	<b>46,129</b>	<b>#VALUE!</b>
OTHER FINANCING SOURCES (USES)							
Transfers in		191,735		(191,735)			
Transfers out	1,593,554	3,187,108		(3,187,108)			
<b>Total Other Financing Sources (Uses)</b>	<b>1,593,554</b>	<b>3,378,843</b>		<b>(3,378,843)</b>			
<b>NET CHANGE IN FUND BALANCE</b>	<b>(\$1,219,121)</b>	<b>\$566,168</b>	<b>8,628,381</b>	<b>\$8,062,213</b>	<b>\$1,000</b>	<b>46,129</b>	<b>#VALUE!</b>
Fund balance at beginning of year			25,776,640			\$56,130	
Fund balance at end of year			<b>\$34,405,021</b>			<b>\$102,259</b>	

See accompanying notes to basic financial statements

EAST DIABLO DEVELOPMENT FEE FUND			CYPRESS LAKES CFD FUND			OAKLEY DEVELOPMENT FEE FUND		
Original and Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)	Original and Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)	Original and Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)
\$1,400		(\$1,400)	\$181,000		(\$181,000)		\$200,084	\$200,084
<u>1,400</u>		<u>(1,400)</u>	<u>181,000</u>		<u>(181,000)</u>		<u>200,084</u>	<u>200,084</u>
			1,000	(381,064)	382,064			
			<u>1,000</u>	<u>(381,064)</u>	<u>382,064</u>			
<u>1,400</u>		<u>(1,400)</u>	<u>180,000</u>	<u>381,064</u>	<u>201,064</u>		<u>200,084</u>	<u>200,084</u>
			<u>(179,735)</u>		<u>179,735</u>			
			<u>(179,735)</u>		<u>179,735</u>			
<u>\$1,400</u>		<u>(\$1,400)</u>	<u>\$265</u>	<u>381,064</u>	<u>\$380,799</u>		<u>200,084</u>	<u>\$200,084</u>
	<u>\$1,379,967</u>			<u>279,909</u>			<u>32,060</u>	
	<u>\$1,379,967</u>			<u>\$660,973</u>			<u>\$232,144</u>	

(Continued)

EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2022

DELTA COVES CSD FUND			
	Original and Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)
REVENUES:			
District taxes			
Intergovernmental Revenues			
Pass-throughs from other Agencies			
Home owner property tax relief			
Other in-lieu taxes			
Special assessments	\$12,099	\$6,939	(\$5,160)
Developer fees			
Charges for services			
Use of money and property			
Reimbursements			
Other revenue			
Total Revenues	12,099	6,939	(5,160)
EXPENDITURES:			
Current:			
Public safety-fire protection:			
Salaries and benefits			
Services and supplies	250		250
Other charges			
Capital outlay			
Principal retirement			
Interest and fiscal charges			
Total Expenditures	250		250
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	11,849	6,939	(4,910)
OTHER FINANCING SOURCES (USES)			
Transfers in			
Transfers out	12,000		(12,000)
Total Other Financing Sources (Uses)	12,000		(12,000)
NET CHANGE IN FUND BALANCE	\$23,849	6,939	(\$16,910)
Fund balance at beginning of year		643	
Fund balance at end of year		\$7,582	

See accompanying notes to basic financial statements

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

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

**A. *District Services and Reporting Entity***

The District was formed in 2002 from the consolidation of the Bethel Island, East Diablo and Oakley Fire Protection Districts governed by the Contra Costa County Board of Supervisors. On October 27, 2009, the Board of Supervisors consented to a change in the governing structure of the District from an appointed board of directors comprised of the County’s Board of Supervisors to a board composed of nine directors appointed by the cities of Brentwood (four) and Oakley (three) and the County of Contra Costa (two). The District’s restructured Board was established in February 2010 and the District began independent operations on July 1, 2010. On November 8, 2016, the voters of the District adopted Measure N to transition the District Board of Directors from nine appointed members to nine members elected at large. On March 6, 2018, the voters adopted Measure A to reduce the size of the Board elected at large from nine Directors to five. As of December 11, 2018, based on the results of the November 6, 2018 election, a new five-member Board replaced the nine-member Board.

The District encompasses approximately 250 square miles and serves the incorporated cities of Brentwood and Oakley, and the unincorporated communities of Bethel Island, Discovery Bay, Knightsen, Byron and Marsh Creek and Morgan Territory.

Fire suppression personnel working out of three to five stations include medical emergency response for basic life support. In addition, the County provides advanced life support (paramedics) and ambulance services out of several of the stations. Ambulance services are provided through a contract with Contra Costa County Emergency Medical Services by American Medical Response at no cost to the District. The District also contracts with California Department of Forestry and Fire Protection (CAL FIRE) for coverage during the non-peak fire season in the Marsh Creek-Morgan Territory Area.

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

**B. *Basis of Presentation***

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

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

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

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

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

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

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

**C. Major Funds**

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

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

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

**Bethel Island Development Fee Special Revenue Fund** – is used to account for developer fees collected from the Bethel Island area for facilities and equipment. Funds may be used only for facilities, not operations, and are to provide necessary facilities and equipment as a result of growth. The funds cannot be used for existing facility deficiencies.

**East Diablo Development Fee Special Revenue Fund** – is used to account for developer fees collected from the East Diablo area for facilities and equipment. Funds may be used only for facilities, not operations, and are to provide necessary facilities and equipment as a result of growth. The funds cannot be used for existing facility deficiencies.

**Cypress Lakes CFD Fund** – is used to account for special assessments collected in the Cypress Lake area and is to be used only for operations and maintenance in the area. Revenue is transferred to the General Fund to help support services in this area.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

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

**Oakley Development Fee Special Revenue Fund** – is used to account for developer fees collected in the City of Oakley for facilities and equipment. Funds may be used only for facilities, not operations, and are to provide necessary facilities and equipment as a result of growth. The funds cannot be used for existing facility deficiencies.

**Delta Coves CSD Fund** – is used to account for special assessments collected in the Delta Coves area located on Bethel Island and is to be used only for operations and maintenance in the area. As the homes are being built and sold, the revenue will be transferred to the General Fund to help support services in this area.

**D. Basis of Accounting**

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

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

Non-exchange transactions, in which the District gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The District may fund programs with a combination of cost-reimbursement grants, and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The District's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

**E. Budgets and Budgetary Accounting**

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The Chief submits to the Board a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain taxpayer comments.
3. The budget is legally enacted by Board resolution.



**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

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

4. All budget transfers must be approved by the Chief or designee during the fiscal year. The Chief has the authority to make administrative adjustments to appropriations as long as there is no funding source incompatibility and provided those changes do not increase overall appropriations or will not have an effect on budgeted year-end fund balances except for adjustments associated with Board approved debt issuances and adjustments to capital improvement project funding sources as long as the total financial commitment to the project does not change. Budget transfers required to hire additional permanent personnel require the approval of the Board. The legally adopted budget requires that expenditures not exceed total appropriations at the fund level.
5. Budgets are adopted for all Governmental Funds.
6. Formal budgetary integration is employed as a management control device during the year for all budgeted funds.
7. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
8. Operating program appropriations supported by a purchase order, including capital equipment, may be carried over from one budget year to the next with the approval of the Chief.
9. Budgeted amounts appearing in the budgetary comparison statements are as originally adopted or as amended by the Board.

***F. Property Taxes and Special Assessment Revenue***

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

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

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

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

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

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

**G. *Deferred Outflows/Inflows of Resources***

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

In addition to liabilities, the statement of net position or balance sheet report 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.

**H. *Restricted Use of Developer Fees and Special Assessments***

Developer fees collected by the District were formed under Government Code Section 66000 to mitigate the impacts of new development on fire facilities. Funds may only be used for facilities, not operations, and are to provide necessary facilities and equipment as the result of growth. The funds cannot be used for existing facility discrepancies. The following fees were formed prior to the Districts' merger in 2002 and the fees were supported by facilities specific to the individual Districts, therefore, by law, separate accounting, investment and expenditure is mandatory. Fees are collected from new development as residential and non-residential building permits are issued.

- Bethel Island Fire Protection District Facility Fee
- East Diablo Fire Protection District Facility Fee (applicable to Brentwood, Byron and Discovery Bay)
- Oakley Fire Protection District (applicable to Oakley and Knightsen)

The Cypress Lakes Community Facilities District special assessments are special taxes applicable to the boundaries of the Cypress Lakes (now Summer Lakes) development in the City of Oakley for the purpose of operations and maintenance. The tax is applicable to 629 parcels, of which 99% is built out. Revenue is transferred to the General Fund to help support services in this area.

**I. *Compensated Absences***

Compensated absences comprise unpaid vacation and holiday leave which are accrued as earned. Employees may only accumulate up to two years of vacation time. For all governmental funds, amounts expected to be paid out for permanent liquidation are recorded as fund liabilities; the long-term portion is recorded in the Statement of Net Position. Sick pay does not vest and therefore is not accrued. The liability for compensated absences is determined annually.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

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

The changes in the compensated absences were as follows:

	Governmental Activities
Beginning Balance	\$435,077
Net change	0
Ending Balance	\$435,077

The long-term portion of governmental activities compensated absences is primarily liquidated by the General Fund. The District has not updated this amount since June 30, 2020.

**J. 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.

**K. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 2 – CASH AND INVESTMENTS**

**A. *Deposit and Investment Policy***

The District has authorized the Treasurer of the County to administer the investment of the District’s cash and investments, with the exception of cash in banks. The District has authorized the City of Brentwood to administer cash in bank.

The Board adopted an investment policy in December 2018 that allows the District to invest only in the Contra Costa County Investment Pool. Under that Policy, the District is also authorized to invest in the instruments in the table below, which also identifies certain provisions of the California Government Code or the District’s investment policy where it is more restrictive. However, Board approval is required prior to making any such investments.

<u>Permitted Investment/Deposit</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment In One Issuer</u>	<u>Maximum Maturity</u>
U.S. Treasury Notes, Bonds, Bills or Certificates of Indebtedness	Unlimited	25%	5 years
Negotiable Certificates of Deposit	30%	25%	5 years

**B. *Public Agencies Post-Employment Trust***

On March 13, 2019, the Board adopted resolution 2019-10 approving the adoption of an amendment to the Public Agencies Post-Employment Trust administered by the Public Agency Retirement Services (PARS) to establish a pension trust, which was executed in June 2019. The Trust is an irrevocable trust and qualifies as an Internal Revenue Section 115 trust. This trust will assist the District in mitigating the CCCERA contribution rate volatility. Investments of funds held in Trust are governed by the Investment Guideline Document for the investment account and by the agreement for administrative services with PARS, rather than the general provisions of the California Government Code or the District’s investment policy. The District elected a discretionary investment approach, which allows the District to maintain oversight of the investment management, control on target yield and the portfolio’ risk tolerance, under the Moderately Conservative HighMark PLUS investment option. This pension trust is a secondary trust to the District’s CCCERA Pension Plan; therefore, the assets are reported in the District’s General Fund. Contributions to the Trust began in June 2019 and the assets in the Trust will eventually be used to fund pension plan obligations.

The District’s initial deposit into the PARS Post-Employment Trust in June 2019 was invested in the same investment as authorized for the District’s OPEB Trust, which invests in the Balanced HighMark PLUS investment option. The investments were transferred to the Moderately Conservative HighMark PLUS investment in January 2020.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

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

**C. Classification**

Cash and investments consisted of the following at June 30, 2022:

<i>Cash and investments available for operations:</i>	
County Investment Pool	\$10,827,178
Cash in bank	13,666,858
Total cash and investments available for operations	24,494,036
<i>Restricted investments:</i>	
PARS Balanced HighMark PLUS	6,219,097
<b>Total cash and investments</b>	<b>\$30,713,133</b>

The District’s investment in the Contra Costa County Investment Pool is exempt from the fair value hierarchy, and the District’s investment in the PARS Balanced HighMark PLUS is measured at the net asset value.

**D. Contra Costa County Investment Pool**

The Contra Costa County Investment Pool was rated by Standard & Poor’s (S & P) on June 30, 2022 and was assigned a fund credit quality rating of “AAAF” and a fund volatility rating of “S1+.” The “AAAF” rating is S & P’s highest fund credit quality rating with the “S1+” volatility rating reflecting low sensitivity to changing market conditions. The District’s balance in the Pool is available for withdrawal on demand. Additional information about the Pool is included in the County’s Comprehensive Annual Financial Report that can be obtained from the Contra Costa County Office of the Auditor Controller, 625 Court Street, Martinez, California 94553-1282.

**E. Custodial Credit Risk**

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. Under California Government Code Section 53651, depending on specific types of eligible securities, a bank must deposit eligible securities posted as collateral with its Agent having a fair value of 105% to 150% of the District’s cash on deposit. All of the District’s deposits are either insured by the Federal Depository Insurance Corporation (FDIC) or collateralized with pledged securities held in the trust department of the financial institutions in the District’s name. The District has waived collateral requirements for the portion of deposits covered by federal deposit insurance.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 3 – INTERFUND LOAN AND LOAN TO THE CITY OF OAKLEY**

*Funding Plan for Construction of Station 55 and Loan to the City of Oakley*

In August 2018, the Board approved an interfund loan agreement to loan \$1.9 million from the General Fund to the Oakley Development Fee Special Revenue Fund. The purpose of the interfund loan is to fund the loan of \$1.9 million from the Oakley Development Fee Special Revenue Fund to the City of Oakley to complete the design and construction of Station 55. Within thirty days of final completion of the project, the City agrees to transfer title to Station 55 and the associated one acre parcel to the District.

Starting sixty days following the final completion of the project, the loan to the City is repayable on a monthly basis from fire facilities impact fees collected by the City in the previous month. Neither the interfund loan, nor the loan to the City bear interest.

Construction of the station began during fiscal year 2019.

**NOTE 4 – CAPITAL ASSETS**

**A. Policies**

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair market value on the date contributed. Capital assets with a value of \$25,000 or more are recorded as capital assets.

Generally accepted accounting principles require that the District's capital assets, other than land, be depreciated over the estimated useful lives of those assets. Due to the transfer of accounting for the capital assets from the County to the District, the District has not calculated or recorded the balance of accumulated depreciation for the applicable assets.

In addition, although the District has inventoried its capital assets in use, other than the land above, that inventory has not been reconciled with the detail of the buildings and improvements, equipment and vehicles contributed by the County as of July 1, 2010. Therefore, the District has not made any adjustments to capital assets contributed by the County after that date, other than to record additions and retirements of buildings and certain vehicles subsequent to July 1, 2010.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 4 – CAPITAL ASSETS (Continued)**

**B. Additions and Retirements**

Capital assets comprised the following:

	Balance as of June 30, 2021	Additions	Balance as of June 30, 2022
<b>Governmental Activities:</b>			
Land	\$300,988		\$300,988
Depreciable capital assets:			
Buildings and improvements	4,026,222	\$36,496	4,062,718
Equipment and vehicles	8,608,113	2,591,518	11,199,631
Total depreciable capital assets	12,634,335	2,628,014	15,262,349
Governmental activity capital assets	\$12,935,323	\$2,628,014	\$15,563,337

In September 2015, the District entered into an agreement with Contra Costa County Fire Protection District (CCCFPD) under which CCCFPD will operate and maintain the District's fire boat in the District's territory, in return for being able to operate the fire boat in CCCFPD's territory. Under generally accepted accounting principles, the entity that is responsible for the maintenance of a jointly used capital asset should record that asset in its capital asset records. As a result, the District has recorded the retirement of the fire boat in fiscal year 2016 as a transfer to CCCFPD. The Board approved an extension of the terms of the agreement in October 2018.

**NOTE 5 – LEASE PAYABLE**

The District generally incurs long-term debt to finance projects or purchase assets which will have useful lives equal to or greater than the related debt.

***Fire Apparatus Lease Purchase Agreement***

In December 2018, the District entered into a lease purchase agreement in the amount of \$2,313,760 with Golden State Fire Apparatus to purchase three Pierce Quantum Pumpers. The lease bears interest at 4.17% and the terms of the lease agreement include five annual payments of \$522,218 starting February 28, 2020, for a five-year total of \$2,611,090.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 5 – LEASE PAYABLE (Continued)**

Summary of changes in Direct Borrowings long-term debt for the year ended June 30, 2022, follows:

<i>Direct Borrowing:</i>	Balance June 30, 2021	Retirements	Balance June 30, 2022	Due within one year	Due in more than one year
<b>Capital Lease:</b>					
PNC Equipment Lease:	\$1,444,539	\$461,981	\$982,558	\$481,245	\$501,313

Annual debt service requirements are shown below for the lease:

For the Year Ending June 30	Direct Borrowing	
	Principal	Interest
2023	\$481,245	\$40,973
2024	501,313	20,905
Total	<u>\$982,558</u>	<u>\$61,878</u>

**NOTE 6 – NET POSITION AND FUND BALANCES**

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

**A. Net Position**

Net Position is the excess of all the District’s assets and deferred outflows of resources over all its liabilities and deferred inflows of resources, regardless of fund. Net Position is divided into three captions. These captions apply only to Net Position 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, if any, 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 facilities and equipment and special assessments for operations in a specific area.

*Unrestricted* describes the portion of Net Position which is not restricted to use.

**B. Fund Balance**

The District’s fund balances are classified based on spending constraints imposed on the use of resources. For programs with multiple funding sources, the District prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned. Each category in the following hierarchy is ranked according to the degree of spending constraint:



**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 6 – NET POSITION AND FUND BALANCES (Continued)**

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

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

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

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

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

**C. *Minimum Fund Balance and Fund Balance Reserve Policies***

The District's Budget Policies require the District to strive to maintain the following fund balances:

- 1) The District will strive to maintain an Operating Reserve of 20% of annual appropriations in the General Fund's unassigned fund balance. This is considered the minimum level necessary to maintain the District's credit worthiness and adequately provide for contingencies for unseen operating or capital needs and cash flow requirements. The Operating Reserve can only be used for one-time, emergency expenditures as determined by the Board.
- 2) The District will maintain a Capital Facilities Improvement Replacement Reserve to provide a funding source for repair or improvement of existing assets valued at \$25,000 or greater. Prior to fiscal year 2018, the annual contribution to this reserve was calculated as 1% of the annual General Fund operating budget. The contributions subsequent to fiscal year 2018 are based on a detailed analysis of the projected costs of maintaining the District's facilities of the next 20+ years. Capital asset damage or insurance recoveries will be credited to the Capital Facilities Improvement Replacement Reserve.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 6 – NET POSITION AND FUND BALANCES (Continued)**

- 3) The District will establish and maintain an Equipment Replacement Reserve to provide for the timely replacement of vehicles and capital equipment with a useful life of five years or more or an individual replacement cost of \$10,000 or more as determined by the Chief. Prior to fiscal year 2018, the annual contribution to this reserve was calculated as 1% of the annual General Fund operating budget. The contributions subsequent to fiscal year 2018 are based on a detailed analysis of the projected equipment replacement needs over the next 20+ years and replacement in the next two years of three Type I fire engines, one Type III fire engine, one command vehicle, one van and one utility truck. Sales of surplus equipment as well as any related damage and insurance recoveries will be credited to the Equipment Replacement Reserve.
- 4) The District will maintain an Other Post Employment Benefits (OPEB) Reserve to provide a funding source for post employment retirement health benefits. The annual minimum contribution to this fund will be 30% of the Actuarial Required Contribution (ARC) while working towards a long term OPEB funding strategy. Interest earnings will be credited to the OPEB Reserve.

The balances of each reserve as of June 30, 2022, which are included in the assigned and unassigned fund balance of the General Fund, were as follows:

Reserved:	
20% Reserve	\$3,146,140
Capital Facilities Improvement Reserve	2,039,559
Equipment Replacement Reserve	601,394
OPEB Reserve	3,706,787
Unreserved	<u>21,598,284</u>
Subtotal Assigned and Unassigned Fund Balance	31,092,164
Nonspendable:	
Prepays	5,570
Advance to other fund	341,734
Restricted Fund Balance - Pension Stabilization	<u>2,640,954</u>
Total General Fund Fund Balance	<u><u>\$34,080,422</u></u>

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 7 – PENSION PLAN**

**A. *Plan Description***

The District participates in the Contra Costa County Employees' Retirement Association (CCCERA), a cost-sharing multiple employer defined benefit pension plan. CCCERA is governed by the Board of Retirement under the County Employee's Retirement Law of 1937, as amended on July 1, 1945, the California Public Employees' Pension Reform Act of 2013 (PEPRA), and the regulations, procedures, and policies adopted by the Board of Retirement. It provides service retirement, disability, death and survivor benefits to the eligible General and Safety members employed by the County of Contra Costa. CCCERA also provides retirement benefits to the employee members for sixteen other participating agencies which are members of CCCERA.

All regular full-time employees of the District become members of CCCERA effective on the first day of the first full pay period after employment. Part-time employees in permanent positions must work at least 20 hours a week in order to be a member of CCCERA. Benefits are based on years of credited service, equal to one year of full time employment. Members may elect service retirement at age of 50 with 10 years of service credit, age 70 regardless of service, or with twenty years of service, regardless of age. The retirement benefit the member will receive is based upon age at retirement, final average compensation, years of retirement service credit and retirement plan and benefit tier.

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

The District's contributions to the plan are based upon actuarially determined contribution rates adopted by the Board of Retirement. Employer contribution rates are adopted annually based upon recommendations received from CCCERA's actuary after the completion of the annual actuarial valuation. Employees are required to make contributions to CCCERA regardless of the retirement plan or benefit tier in which they are included.

**B. *Contributions***

Employer and employee contributions and COLA contributions are based on statute and rates recommended by an independent actuary and adopted by the Board of Retirement. The rates are set to provide a retirement benefit equal to a fractional part of the highest year(s) salary, based on membership and benefit tier. The District's required contribution rate for fiscal year 2021 was 113% of covered payroll for employees hired prior to January 1, 2013 and 103% of covered payroll for employees hired on or after January 1, 2013. The District must contribute these amounts. Required contributions for the year ended June 30, 2022 were \$3,811,591.

The employee contribution is based on the age at the time the individual enters the plan. Under the contract agreement with the employees, the District pays 50% of the employees' portion of the required contributions, excluding the cost of living contribution.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 7 – PENSION PLAN (Continued)**

**C. Pension Asset, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions**

For purposes of measuring the net pension asset and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's Plan and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CCCERA. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

As of June 30, 2022, the District reported a net pension asset for its proportionate share of the net pension asset of the Plan of \$1,933,940.

The District's net pension asset for the Plan is measured as the proportionate share of the net pension asset. The net pension asset of the Plan is measured as of December 31, 2021, and the total pension liability for the Plan used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2021. The District's proportion of the net pension asset was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension asset for the Plan as of December 31, 2021 and 2020 was as follows:

Proportion - December 31, 2020	0.449%
Proportion - December 31, 2021	0.796%
Change - Increase (Decrease)	0.35%

For the year ended June 30, 2022, the District recognized a negative pension expense of \$4,669,236. At June 30, 2022, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$1,328,084	
Differences between actual and expected experience	408,468	\$43,809
Changes in assumptions	1,367,187	167,934
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	2,940,787	2,461,179
Net differences between projected and actual earnings on plan investments		6,193,202
Total	\$6,044,526	\$8,866,124

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 7 – PENSION PLAN (Continued)**

The \$1,328,084 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as an increase of the net pension asset in the year ended June 30, 2023. 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
2023	(\$1,740,558)
2024	(1,532,423)
2025	(300,346)
2026	(576,355)
2027	-

**D. Actuarial Assumptions**

For the measurement period ended December 31, 2021, the total pension liability was determined by rolling forward the December 31, 2020 total pension liability. The plan provisions used in the measurement of the net pension asset are the same as those used in the CCCERA actuarial valuation as of December 31, 2021. The total pension liability and the Plan’s fiduciary net position include liabilities and assets held for the post-retirement death benefit reserve.

The total pension liability as of December 31, 2021 and December 31, 2020 were determined by actuarial valuations as of December 31, 2020 and December 31, 2019, respectively. The actuarial assumptions used were based on the results of an experience study for the period January 1, 2015 through December 31, 2017. They are the same as the assumptions used in the December 31, 2019 and the December 31, 2018 funding actuarial valuations. The following actuarial assumptions were applied to all periods included in the measurement for both the December 31, 2021 and December 31, 2020 total pension liabilities, except for the mortality assumptions, as noted below the table:

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 7 – PENSION PLAN (Continued)**

Valuation Date	December 31, 2020
Measurement Date	December 31, 2021
Actuarial Cost Method	Entry Age Actuarial Cost Method
Amortization Method	Level percent of payroll
Actuarial Assumptions:	
Discount Rate	6.75%
Inflation Rate	2.50%
Payroll Growth	2.75%
Real across-the-board salary increase	0.50%
Projected Salary Increase	3.75% - 16.25% (1)
Cost of Living Adjustments	2.75%
Investment Rate of Return	6.75% (2)
Pre-Retirement Mortality	PUB-2010 Employee mount-Weighted Above-Median Mortality Table (separate tables for males and females), projected generationally with two-dimensional mortality improvement scale MP-2021
Post-Retirement Mortality	PUB-2010 Healthy Retiree Amount-Weighted Above-Median Mortality Table (separate tables for males and females), projected generationally with the two-dimensional mortality improvement scale MP-2021

- (1) Includes inflation at 2.75% plus real across-the-board salary increases of 0.50% plus merit and promotion increases that vary by service
- (2) Net of pension plan investment expenses, including inflation

**Changes in Assumptions** – The mortality assumptions were the same for the December 31, 2021 and December 31, 2020 measurement date as noted in the table above.

**Discount Rate** – The discount rate used to measure the total pension liability for the Plan was 6.75% for December 31, 2021 and 7.00% for December 31, 2020. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the actuarially determined contribution rates. For this purpose, only employee and employer contributions that are intended to fund benefits for current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs for future plan members and their beneficiaries, as well as projected contributions from future plan members, are not included. Based on those assumptions, the Pension Plan’s Fiduciary Net Position was projected to be available to make all projected future benefit payments for current plan members. Therefore, the long-term expected rate of return on pension plan investments of 6.75% was applied to all periods of projected benefit payments to determine the Total Pension Liability as of December 31, 2021 and 7.00% for December 31, 2020.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 7 – PENSION PLAN (Continued)**

The long-term expected rate of return on pension plan investments was determined in 2021 using a building-block method in which expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage, adding expected inflation and subtracting expected investment expenses and a risk margin. The target allocation (approved by the Board of Retirement) and projected arithmetic real rates of return for each major asset class, after deducting inflation but before deducting investment expenses, used in the derivation of the long-term expected investment rate of return assumption are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Large Cap U.S. Equity	10%	5.40%
Small Cap U.S. Equity	3%	6.17%
Developed International Equity	10%	6.13%
Emerging Markets Equity	9%	8.17%
Core Fixed	4%	0.39%
Short-Term Credit	14%	-0.14%
Cash and Equivalents	3%	-0.73%
Private Equity	15%	10.83%
Private Credit	13%	5.93%
Infrastructure	3%	6.30%
Value Add Real Estate	5%	7.20%
Opportunistic Real Estate	5%	8.50%
Risk Parity	3%	3.80%
Hedge Funds	3%	2.40%
Total	<u>100%</u>	

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

1% Decrease	5.75%
Net Pension Liability	\$7,102,520
Current Discount Rate	6.75%
Net Pension Asset	(\$1,933,940)
1% Increase	7.75%
Net Pension Asset	(\$9,335,390)

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 7 – PENSION PLAN (Continued)**

**E. Pension Plan Fiduciary Net Position**

Detailed information about the pension plan’s fiduciary net position is available in the separately issued CCCERA financial reports.

**NOTE 8 – OTHER EMPLOYEE BENEFIT PLANS**

**A. Deferred Compensation Plan**

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

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

**B. Retiree Medical Benefits Other Post Employment Benefit (OPEB) Plan**

Due to the Dissolution and Annexation as discussed in Note 11, the District did not complete an OPEB actuarial study for the year ended June 30, 2022.

**Plan Description and Eligibility**

The District participated in the County of Contra Costa’s Post Retirement Health Benefit Plan (County Plan), a multiple-employer defined benefit healthcare plan, through December 31, 2014. The plan provided postemployment medical and dental insurance benefits to eligible retired employees and their dependents. The County contracts with Kaiser Permanente, Health Net, Contra Costa Health Plans, and the California Public Employees’ Retirement System (CalPERS) to provide medical benefits and Delta Dental and PMI DeltaCare for dental benefits.

The District established its own Post Retirement Health Benefit Plan effective January 1, 2015 (District Plan). The District Plan provides postemployment medical to eligible retired employees and their dependents, and dental insurance benefits to employees and their dependents hired on or before December 31, 2017. The District contracts with the California Public Employees’ Retirement System (CalPERS) to provide medical benefits. The District pays the medical premium, capped by 87% of the Kaiser Bay Area Premium for the coverage elected, and the District pays 90% of the dental premium. Benefits provisions are established and may be amended through negotiations between the District and the respective bargaining units.

District retirees are eligible for membership in the Plan upon retirement from the District (drawing a pension from CCCERA).

As of June 30, 2021, there were 27 District retirees receiving these health care benefits.



**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 8 – OTHER EMPLOYEE BENEFIT PLANS (Continued)**

**Funding Policy**

Prior to the fiscal year ended June 30, 2020, the District’s Plan’s funding was based on the “pay-as-you-go” basis. Beginning in fiscal year 2020, the District’s funding plan is a combination of pay-as-you-go funding and pre-funding contributions. In October 2018, the Board approved the establishment of a Section 115 Trust to prefund OPEB benefits and the District joined the Public Agencies Post-Retirement Health Care Defined Benefit Plan, an agent multiple employer trust administered by Public Agency Retirement Services (PARS).

On October 1, 2018, the Board adopted resolution 2018-31 approving the adoption of the Public Agencies Post-Employment Benefits Trust administered by PARS to prefund other post-employment benefits (OPEB). The Trust is an irrevocable trust and qualifies as an Internal Revenue Section 115 trust. Investments of funds held in Trust are governed by the Investment Guideline Document for the investment account and by the agreement for administrative services with PARS, rather than the general provisions of the California Government Code or the District’s investment policy. The District elected a discretionary investment approach, which allows the District to maintain oversight of the investment management, control on target yield and the portfolio’ risk tolerance, under the Balanced HighMark PLUS investment option.

For the fiscal year ended June 30, 2021, the District paid \$357,441 as its “pay-as-you-go” cost to the Plan.

***Employees Covered by Benefit Terms*** – Membership in the plan consisted of the following at the measurement date of June 30, 2021:

Active employees	41
Inactive employees or beneficiaries currently receiving benefit payments	23
Inactive employees entitled to but not yet receiving benefit payments	0
Total	64

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 8 – OTHER EMPLOYEE BENEFIT PLANS (Continued)**

**Net OPEB Liability**

*Actuarial Methods and Assumptions* – The District’s net OPEB liability was measured as of June 30, 2021 and the net OPEB liability was determined by an actuarial valuation dated June 30, 2019, rolled forward to June 30, 2020 using standard update procedures, based on the following actuarial methods and assumptions:

	Actuarial Assumptions	
Actuarial Valuation Date		June 30, 2019
Measurement Date		June 30, 2021
Actuarial Assumptions:		
Discount Rate		6.00%
General Inflation		2.75%
Mortality	CalPERS 1997-2015 Experience Study	
Mortality Improvement	Mortality Improvement Scale MP-2020	
	2015-2017 CCCERA Experience Study (except	
Retirement, Disability,	Safety Tier A Enhanced retirement rates based on	
Termination	CalPERS 1997-2017 Experience Study)	
		Aggregate - 3.25%
	Merit - Tables from 2015-2017 CCCERA	
Salary Increases	Experience Study	
	Non-Medicare - 7.0% for 2022, decreasing to an ultimate rate of	
	4.0% in 2076 and later years	
	Medicare - 6.1% for 2022 except 5.0% for Kaiser, decreasing to an	
	ultimate rate of	
Medical Trend	4.0% in 2076 and later years	
Dental Premium Increase		3.5% per year
		Actives - 100%
Participation at Retirement	Retirees - 100% if covered, 5% re-elect at 65 if waived	

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 8 – OTHER EMPLOYEE BENEFIT PLANS (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 weighting 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	Expected Real Rate of Return
Global Equity	58%	4.82%
Fixed Income	35%	1.47%
REITs	2%	3.76%
Cash	5%	0.06%

The District made its first contribution to the PARS Trust in December 2019 and an additional contribution in June 2020, and the balance in the District’s PARS Trust account as of June 30, 2022 was \$5,319,563.

**Sensitivity of the Net OPEB Liability to Changes in the Discount Rate and Healthcare Cost Trend Rates**

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 (5.00%) or 1-percentage-point higher (7.00%) than the current discount rate:

Net OPEB Liability/(Asset)		
Discount Rate -1% (5.00%)	Discount Rate (6.00%)	Discount Rate +1% (7.00%)
\$5,637,766	\$4,318,950	\$3,186,493

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 healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

Net OPEB Liability/(Asset)		
1% Decrease	Healthcare Cost Trend Rates	1% Increase
\$3,189,787	\$4,318,950	\$5,808,961

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 8 – OTHER EMPLOYEE BENEFIT PLANS (Continued)**

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

At June 30, 2022, the District reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on plan investments		\$671,160
Employer contributions made subsequent to the measurement date	N/A	
Differences between actual and expected experience		774,331
Changes of assumptions	\$483,302	3,813,171
Total	\$483,302	\$5,258,662

Deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in future periods. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as part of OPEB expense as follows:

Year Ended June 30	Annual Amortization
2022	(\$1,434,990)
2023	(1,434,990)
2024	(1,387,916)
2025	(561,402)
2026	43,938
Thereafter	

**NOTE 9 – RISK MANAGEMENT**

**A. Insurance Coverage**

The District participates in two joint ventures discussed below to provide insurance coverage through formally organized and separate entities established under the Joint Exercise of Powers Act of the State of California. As separate legal entities, these entities exercise full powers and authorities within the scope of the related Joint Powers Agreements including the preparation of annual budgets, accountability for all funds, the power to make and execute contracts and the right to sue and be sued. Each joint venture is governed by a board consisting of representatives from member municipalities. Each board controls the operations of the respective joint venture, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on that board. Obligations and liabilities of these joint ventures are not the District's responsibility and the District does not have an equity interest in the assets of each joint venture except upon dissolution of the joint venture.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 9 – RISK MANAGEMENT (Continued)**

A summary of the District’s insurance is as follows:

<u>Coverage</u>	<u>JPA (Risk Pool)</u>	<u>Limit of Liability</u>	<u>Deductible/ SIR</u>
Workers' Compensation	FASIS (LAWCX)	Statutory Limit	None \$50,000 per occurrence and \$100,000 per occurrence 100 yr. flood zone
All Risk Property	CCCFDIP (CSAC)	\$600,000,000 (flood) \$600,000,000 (property) \$200,000,000 (terrorism)	\$500 disappearing (property) \$500 disappearing (mobile equipment) \$50,000 (terrorism)
Earthquake	CCCFDIP (CSAC)	\$665,000,000	2% per "unit," \$100,000 minimum
Boiler & Machinery	CCCFDIP (CSAC)	\$100,000,000	\$5,000
General & Automobile Liability	CCCFDIP (CSAC)	\$50,000,000	None
Pollution Liability	CCCFDIP (CSAC)	\$10,000,000	\$250,000

The District did not have any claim settlements that exceed the insurance coverage in the last three years. Outstanding claims payable at year-end and the incurred but not reported (IBNR) amount was calculated to be immaterial for presentation purposes.

**B. *Fire Agencies Self Insurance System***

Formed in 1984, the Fire Agencies Self Insurance System (FASIS) is a statewide self-insured joint powers authority, comprised of fire and community service districts. In addition to operating as a risk-sharing pool to cover the worker’s compensation losses of its district members, FASIS provides all of the services necessary for the operation and maintenance of its joint coverage program afforded to member districts.

An eleven-member Board of Directors has the fiduciary responsibility of following the rules set out in the governing documents of FASIS and applicable state laws. The governing documents contain provisions on funding of losses, self-insurance, excess coverage, and the respective powers of the Board of Directors, Administration and Officers of FASIS.

FASIS self-insures the first \$750,000, and through participation in the Local Agency Workers’ Compensation Excess Joint Powers Authority (LAWCX), members are afforded excess coverage from \$750,001 to statutory limits for each occurrence.

Audited financial statements for FASIS are available from FASIS, 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833.

**C. *Contra Costa County Fire District Insurance Pool***

The Contra Costa County Fire District Insurance Pool (CCCFDIP) arranges for and provides public liability, property damage and self-insurance between the county, its special districts and independent county fire protection districts through participation in the CSAC Excess Insurance Authority. The CCCFDIP is governed by the Board of Supervisors of Contra Costa County and funding for the program is provided through equitable cost sharing by the member agencies.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
For the Year Ended June 30, 2022**

**NOTE 9 – RISK MANAGEMENT (Continued)**

A report of financial activities of CCCFDIP is available from the County of Contra Costa, Risk Management Division, 2530 Arnold Drive, Suite 140, Martinez, CA 94553.

**D. Government Crime Insurance Commercial Policy**

The District purchased a government crime insurance commercial policy with the following coverages and deductibles:

<u>Coverage</u>	<u>Limit of Liability</u>	<u>Deductible</u>
Employee theft	\$5,000,000	\$50,000
Forgery or alteration	\$1,000,000	\$25,000
Inside premises (robbery or burglary of other property)	\$5,000,000	\$25,000
Outside premises	\$5,000,000	\$25,000
Computer fraud	\$5,000,000	\$25,000
Funds transfer fraud	\$5,000,000	\$25,000

**NOTE 10 – COMMITMENTS AND CONTINGENCIES**

**A. Litigation**

The District is subject to litigation arising in the normal course of business. In the opinion of the District’s Attorney, there is no pending litigation which is likely to have a material adverse effect on the financial position of the District.

**B. Lease of Fire Station 58**

In May 2016, the District entered into a lease agreement with the Town of Discovery Bay for Fire Station 58 for a term of 24 months. In June 2019, the term of the lease was extended an additional 24 months. Monthly rental payments are \$1,300 and the Town is responsible for the day to day maintenance and upkeep of the Station. The lease payments commenced on July 1, 2016 and the District received lease payments totaling \$7,800 during fiscal year 2021.

**C. City of Brentwood Lease Agreement**

The District entered into a lease agreement with the City of Brentwood in January 2017 for 600 square feet of office space to serve as the District’s administrative offices. The monthly Base Rent under the lease is \$900, and the District was required to pay a security deposit of \$1,800. The lease term ended on June 30, 2019, but automatically renews each year, unless it is terminated with a 90-day notice, and the lease includes a provision for an annual increase in the monthly rent by the Consumer Price Index.

The lease agreement was amended in July 2019 to increase the square footage to 990 square feet of office space and increase the monthly base rent to \$1,535.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2022**

**NOTE 10 – COMMITMENTS AND CONTINGENCIES (Continued)**

**D.     *City of Oakley Settlement with Shea Homes***

Under the terms of a settlement agreement between the City of Oakley and Shea Homes, the District received \$623,000 in fiscal year 2019 to fund the purchase of a new fire engine for the future Station 55 discussed in Note 3.

**E.     *Federal Grant Program***

The District participates in a federal grant program. This program is subject to audit by the District's independent accountants in accordance with the provisions of the federal Single Audit Act as amended and applicable State requirements. No cost disallowances have been proposed as a result of audits completed to date; however, this program is still subject to further examination by the grantors and the amount, if any, of expenditures which may be disallowed by the granting agency cannot be determined at this time. The District expects such amounts, if any, to be immaterial.

**NOTE 11 – SUBSEQUENT EVENTS**

**A.     *Dissolution and Annexation***

On March 9, 2022, the County Local Area Formation Commission unanimously approved the consolidation of the Contra Costa Fire Protection District and the East Contra Costa Fire Protection District which took effect on July 1, 2022 in which the East Contra Costa Fire Protection District was dissolved.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION**

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
Cost-Sharing Multiple Employer Defined Benefit Retirement Plan  
As of fiscal year ended June 30  
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)  
Last 10 Fiscal Years\***

	2022 (1)	2021 (1)	2020 (1)	2019 (1)	2018 (1)	2017 (1)	2016 (1)	2015 (1)
Proportion of the net pension liability (asset)	0.796%	0.449%	0.673%	1.278%	2.015%	1.668%	1.526%	2.033%
Proportionate share of the net pension liability (asset)	(\$1,933,940)	\$2,070,171	\$5,817,871	\$18,245,316	\$16,350,262	\$23,362,447	\$22,992,216	\$24,313,820
Covered payroll	\$4,594,078	\$4,245,203	\$3,629,911 (2)	\$3,142,969 (2)	\$2,932,872 (2)	\$2,981,911 (2)	\$2,578,801 (3)	\$3,033,964 (3)
Proportionate share of the Net Pension Liability (Asset) as percentage of covered payroll	-42.10%	48.76%	160.28%	580.51%	557.48%	783.47%	891.59%	801.39%
Plan's fiduciary net position as a percentage of the total pension liability	102.88%	96.47%	89.02%	77.80%	81.00%	73.30%	70.89%	74.65%

**Notes to Schedule:**

- (1) The amounts presented for each fiscal year were determined as of 12/31 of the prior calendar year.
- (2) Covered payroll represents payroll on which contributions to the pension plan are based.
- (3) Covered employee payroll represents compensation earnable and pensionable compensation.  
Only compensation earnable and pensionable compensation that would possibly go into the determination of retirement benefits are included.

\* Fiscal year 2015 was the 1st year of implementation.



**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION**

**Cost-Sharing Multiple Employer Defined Benefit Retirement Plan  
As of fiscal year ending June 30  
SCHEDULE OF CONTRIBUTIONS  
Last 10 Years\***

	2022	2021	2020	2019	2018	2017	2016	2015
Actuarially determined contribution	\$3,811,591	\$4,340,508	\$5,480,382	\$3,917,961	\$3,664,000	\$3,844,670	\$3,389,367	\$3,483,172
Contributions in relation to the actuarially determined contributions	3,811,591	4,340,508	5,480,382	3,917,961	3,664,000	3,844,670	3,389,367	3,483,172
Contribution deficiency (excess)	-	-	-	-	-	-	-	-
Covered payroll	\$4,594,078	\$4,245,203	\$4,376,617	\$3,395,442	\$3,015,248	\$3,142,047	\$2,712,190	\$2,698,762
Contributions as a percentage of covered payroll	82.97%	102.25%	125.22%	115.39%	121.52%	122.36%	124.97%	129.07%
<b>Notes to Schedule</b>								
Valuation Date:	12/31/2020	12/31/2018	12/31/2017	12/31/2016	12/31/2015	12/31/2014	12/31/2013	12/31/2012

Methods and assumptions used to determine fiscal year 2021 contribution rates:

Actuarial cost method	Entry age normal
Amortization method	Level percentage of payroll, closed
Remaining amortization period	6 years **
Asset valuation method	Market value of assets, less unrecognized returns in each of the last nine semi-annual accounting periods.
Inflation	2.50%
Salary increases	3.75% - 16.25%
Cost of living adjustments	2.75% per year, except as noted below ***
Investment rate of return	6.75%
Retirement age	50 years Classic, 52 years PEPRA
Pre-Retirement Mortality	PUB-2010 Employee mount-Weighted Above-Median Mortality Table (separate tables for males and females), projected generationally with two-dimensional mortality improvement scale MP-2021
Post-retirement mortality rates	PUB-2010 Healthy Retiree Amount-Weighted Above-Median Mortality Table (separate tables for males and females), projected generationally with the two-dimensional mortality improvement scale MP-2021

\* Fiscal year 2015 was the 1st year of implementation.

\*\* Remaining balance of December 31, 2007 UAAL is amortized over a fixed (decreasing or closed) period with 6 years remaining as of December 31, 2016. Any changes in UAAL after December 31, 2007 will be separately amortized over a fixed 18-year period effective with that valuation. Effective December 31, 2013, any changes in UAAL due to plan amendments (with the exception of a change due to retirement incentives) will be amortized over a 10-year fixed period effective with that valuation. The entire increase in UAAL resulting from a temporary retirement incentive will be funded in full upon adoption of the incentive.

\*\*\* Except for Tier 3 and PEPRA Tier 5 disability benefits and Tier 2 benefits which are subject to a 4.00% maximum change per year. Safety Tier C Benefits, Safety PEPRA Tier E benefits and benefits for PEPRA Tier 4 and Tier 5 members covered under certain memoranda of understanding are subject to a 2.00% maximum change per year. For members that have COLA banks, they are reflected in projected future COLA's.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION**

**SCHEDULE OF CHANGES IN THE TOTAL OPEB LIABILITY AND RELATED RATIOS**  
Retiree Healthcare Plan, a Single Employer Defined Benefit Plan  
Last 10 fiscal years\*

Measurement Date	<u>6/30/2021</u>	<u>6/30/2020</u>	<u>6/30/2018</u>	<u>6/30/2017</u>
<b>Total OPEB Liability</b>				
Service Cost	\$325,385	\$320,867	\$718,828	\$829,058
Interest	604,546	580,783	497,576	418,799
Changes of benefit terms				
Differences between expected and actual experience				
Changes of assumptions	593,143	(147,125)	(594,662)	(1,600,577)
Benefit payments	<u>(423,837)</u>	<u>(363,080)</u>	<u>(385,277)</u>	<u>(270,701)</u>
<b>Net change in total OPEB liability</b>	1,099,237	391,445	236,465	(623,421)
<b>Total OPEB liability - beginning</b>	<u>9,187,248</u>	<u>8,795,803</u>	<u>13,372,578</u>	<u>14,005,999</u>
<b>Total OPEB liability - ending (a)</b>	<u>\$10,286,485</u>	<u>\$9,187,248</u>	<u>\$13,609,043</u>	<u>\$13,382,578</u>
<b>Plan fiduciary net position</b>				
Contributions - employer	\$996,702	\$925,843		
Contributions - employee				
Net investment income	1,180,996	106,763		
Trustee fees				
Administrative expense	(13,349)	(10,037)		
Other Disbursements - reimbursement to employer				
Benefit payments	<u>(423,837)</u>	<u>(363,080)</u>		
<b>Net change in plan fiduciary net position</b>	1,740,512	659,489		
<b>Plan fiduciary net position - beginning</b>	<u>4,227,023</u>	<u>3,567,534</u>		
<b>Plan fiduciary net position - ending (b)</b>	<u>\$5,967,535</u>	<u>\$4,227,023</u>		
Net OPEB liability/(asset) - ending (a)-(b)	<u>\$4,318,950</u>	<u>\$4,960,225</u>		
Plan fiduciary net position as a percentage of the total OPEB liability/(asset)	58.01%	46.01%		
Covered-employee payroll	<u>\$5,590,474</u>	<u>\$5,298,032</u>	<u>\$3,757,079</u>	<u>\$4,279,091</u>
Net OPEB liability/(asset) as a percentage of covered-employee payroll	<u>77.26%</u>	<u>93.62%</u>	<u>362.22%</u>	<u>312.74%</u>

**Notes to Schedule:**

(1) The District made a contribution after measurement date in 2019 in the amount of \$3,773,098.

**Benefit changes:** None

**Changes in assumptions:** None

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

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION**

**SCHEDULE OF CONTRIBUTIONS**

Retiree Healthcare Plan, a Single Employer Defined Benefit Plan

Last 10 fiscal years\*

<b>Fiscal Year Ended June 30,</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Contractually required contributions:				
Cash benefit payments	\$352,837	\$312,080	\$295,902	\$336,499
Administrative costs				1,006
Implied subsidy benefit payments	71,000	51,000	66,835	48,778
Total contractually required contributions	<u>423,837</u>	<u>363,080</u>	<u>362,737</u>	<u>386,283</u>
Contributions in relation to the contractually required contributions	<u>996,702</u>	<u>925,843</u>	<u>362,737</u>	<u>386,283</u>
Contribution deficiency (excess)	<u>(\$572,865)</u>	<u>(\$562,763)</u>	<u>\$0</u>	<u>\$0</u>
Covered-employee payroll	<u>\$5,590,474</u>	<u>\$5,298,032</u>	<u>\$4,426,298</u>	<u>\$3,757,079</u>
Contributions as a percentage of covered-employee payroll	17.83%	17.48%	8.20%	10.28%

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

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**  
**SUPPLEMENTAL INFORMATION**  
**For the Year Ended June 30, 2021**

The **General Fund** is comprised of four subfunds as follows:

**General Operations Fund** is the general operating fund of the District. It is used to account for all financial resources not required to be accounted for in another fund. The major revenue sources for this Fund are property taxes and pass-throughs from other agencies. Expenditures are made for public safety and other operating expenditures.

**Fire Prevention Bureau Fund** was established in fiscal year 2020 to provides the highest level of fire prevention services through comprehensive inspections and code enforcement, plan review and engineering services, public education, fire investigations, and exterior hazard control to ensure properties are properly constructed in accordance with local and state codes. These services are paid and for by user fees that the District updated in 2020-21 with the assistance of NBS; the fees allow the Prevention Bureau to be self-sustaining.

**Equipment Replacement Fund** was established to provide for the timely replacement of vehicles and capital equipment with a useful life of five years or more or an individual replacement cost of \$10,000 or more or as determined by the Fire Chief. The annual contribution to this fund will initially be calculated as 1% of the annual operating (general operations) appropriations with the intent that ultimately it will be based on the annual use allowance which is determined based on the estimated life of the vehicle or equipment and its original purchase cost. Interest earnings and sales of surplus equipment as well as any related damage and insurance recoveries will be credited to the Equipment Replacement Fund.

**Capital Facilities Improvement Replacement Fund** was established to provide a funding source for repair or improvement of existing assets valued at \$25,000 or greater as determined by the Fire Chief. The annual contribution to this fund will initially be calculated as 1% of the annual operating (general operations) appropriations with the intent that ultimately it will be based on depreciation. Interest earnings will be credited to the Capital Facilities Improvement Replacement Fund.

**Other Post Employment Benefits (OPEB) Fund** was established to provide a funding source for post employment retirement health benefits. The annual minimum contribution to this fund will be 30% of the Actuarial Required Contribution (ARC) while working towards a long term OPEB funding strategy. Interest earnings will be credited to the OPEB Fund.

EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
GENERAL FUND  
SUBCOMBINING BALANCE SHEET  
JUNE 30, 2022

	General Operations	Fire Prevention Bureau	Capital Facilities Improvement	Equipment Replacement	OPEB	Total General Fund
ASSETS						
Assets:						
Cash and investments available for operations	\$17,284,965	\$974,413	\$2,039,559	\$672,969		\$20,971,906
Restricted investments	2,512,310				\$3,706,787	6,219,097
Accounts Receivable:						
Due from other governments	7,261,467					7,261,467
Other receivables	28,785					28,785
Prepays	5,570			(1)		5,569
Advance to other fund	341,734					341,734
<b>Total Assets</b>	<b>\$27,434,831</b>	<b>\$974,413</b>	<b>\$2,039,559</b>	<b>\$672,968</b>	<b>\$3,706,787</b>	<b>\$34,828,558</b>
LIABILITIES AND FUND BALANCES						
Liabilities:						
Accounts payable and accrued liabilities	\$342,124	\$9,839		\$71,574		\$423,537
<b>Total Liabilities</b>	<b>342,124</b>	<b>9,839</b>		<b>71,574</b>		<b>423,537</b>
Fund Balances:						
Nonspendable:						
Prepays	5,570			(1)		5,569
Advance to other fund	341,734					341,734
Restricted for:						
Pension stabilization	2,512,310					2,512,310
Assigned for:						
Facilities and equipment			\$2,039,559	601,395		2,640,954
Employee benefits					\$3,706,787	3,706,787
Unassigned	24,233,093	964,574				25,197,667
<b>Total Fund Balances</b>	<b>27,092,707</b>	<b>964,574</b>	<b>2,039,559</b>	<b>601,394</b>	<b>3,706,787</b>	<b>34,405,021</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$27,434,831</b>	<b>\$974,413</b>	<b>\$2,039,559</b>	<b>\$672,968</b>	<b>\$3,706,787</b>	<b>\$34,828,558</b>

EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
GENERAL FUND  
SUBCOMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2022

	General Operations	Fire Prevention Bureau	Capital Facilities Improvement	Equipment Replacement	OPEB	Intrafund Eliminations	Total General Fund
REVENUES:							
District taxes	\$17,084,791						\$17,084,791
Intergovernmental revenues	8,099,784						8,099,784
Home owner property tax relief	45,353						45,353
Other in-lieu taxes	29,937						29,937
Charges for services	147,753	\$1,268,600					1,416,353
Other	6,968						6,968
	<u>25,414,586</u>	<u>1,268,600</u>					<u>26,683,186</u>
Total Revenues							
EXPENDITURES:							
Current:							
Public safety-fire protection:							
Salaries and benefits	10,837,862	543,596					11,381,458
Services and supplies	3,082,748	496,287					3,579,035
Capital outlay			\$915,730	\$1,656,364			2,572,094
Principal retirement				461,981			461,981
Interest and fiscal charges				60,237			60,237
	<u>13,920,610</u>	<u>1,039,883</u>	<u>915,730</u>	<u>2,178,582</u>			<u>18,054,805</u>
Total Expenditures							
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>11,493,976</u>	<u>228,717</u>	<u>(915,730)</u>	<u>(2,178,582)</u>			<u>8,628,381</u>
NET CHANGE IN FUND BALANCES	11,493,976	228,717	(915,730)	(2,178,582)			8,628,381
Fund balances at beginning of year, as restated	<u>15,598,731</u>	<u>735,857</u>	<u>2,955,289</u>	<u>2,779,976</u>	<u>\$3,706,787</u>		<u>25,776,640</u>
Fund balances at end of year	<u>\$27,092,707</u>	<u>\$964,574</u>	<u>\$2,039,559</u>	<u>\$601,394</u>	<u>\$3,706,787</u>		<u>\$34,405,021</u>

EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
GENERAL FUND  
SUBCOMBINING SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2022

	GENERAL OPERATIONS				FIRE PREVENTION BUREAU		
	Original Budgeted Amounts	Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)	Original and Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)
	REVENUES:						
District taxes	\$17,150,096	\$17,150,096	\$17,084,791	(\$65,305)			
Intergovernmental revenues	218,087	218,087	8,099,784	7,881,697			
Pass-throughs from other Agencies	692,407	692,407		(692,407)			
Home owner property tax relief	92,563	92,563	45,353	(47,210)			
Other in-lieu taxes	15,316	15,316	29,937	14,621			
Developer fees							
Charges for services	111,834	111,834	147,753	35,919	\$2,982,302	\$1,268,600	(\$1,713,702)
Use of money and property Reimbursements							
Other revenue	116,583	116,583	6,968	(109,615)			
<b>Total Revenues</b>	<b>18,396,886</b>	<b>18,396,886</b>	<b>25,414,586</b>	<b>7,017,700</b>	<b>2,982,302</b>	<b>1,268,600</b>	<b>(1,713,702)</b>
EXPENDITURES:							
Current:							
Public safety-fire protection:							
Salaries and benefits	13,418,621	13,418,621	10,837,862	2,580,759	\$2,135,282	543,596	1,591,686
Services and supplies	5,907,952	5,907,952	3,082,748	2,825,204	762,480	496,287	266,193
Capital outlay							
Principal retirement							
Interest and fiscal charges							
<b>Total Expenditures</b>	<b>19,326,573</b>	<b>19,326,573</b>	<b>13,920,610</b>	<b>5,405,963</b>	<b>2,897,762</b>	<b>1,039,883</b>	<b>1,857,879</b>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(929,687)	(929,687)	11,493,976	12,423,663	84,540	228,717	144,177
OTHER FINANCING SOURCES (USES)							
Transfers in		191,735		(191,735)			
Transfers out		1,593,554		(1,593,554)			
<b>Total Other Financing Sources (Uses)</b>		<b>1,785,289</b>		<b>(1,785,289)</b>			
<b>NET CHANGE IN FUND BALANCE</b>	<b>(\$929,687)</b>	<b>\$855,602</b>	<b>11,493,976</b>	<b>\$10,638,374</b>	<b>\$84,540</b>	<b>228,717</b>	<b>\$144,177</b>
Fund balance at beginning of year, as restated			15,598,731			735,857	
Fund balance at end of year			\$27,092,707			\$964,574	

CAPITAL FACILITIES IMPROVEMENT			EQUIPMENT REPLACEMENT			OPEB		
Original and Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)	Original and Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)	Original and Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)
						\$20,000		\$20,000
\$223,645	\$915,730	(\$692,085)	\$1,723,883	\$1,656,364	\$67,519			
				461,981	(461,981)			
				60,237	(60,237)			
223,645	915,730	(692,085)	1,723,883	2,178,582	(454,699)	20,000		20,000
(223,645)	(915,730)	(692,085)	(1,723,883)	(2,178,582)	(454,699)	(20,000)		20,000
164,557		(164,557)	867,000		(867,000)	561,997		(561,997)
164,557		(164,557)	867,000		(867,000)	561,997		(561,997)
(\$59,088)	(915,730)	(\$856,642)	(\$856,883)	(2,178,582)	(\$1,321,699)	\$541,997		(\$541,997)
	2,955,289			2,779,976			3,706,787	
	\$2,039,559			\$601,394			\$3,706,787	

(Continued)



EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
GENERAL FUND  
SUBCOMBINING SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2022

	INTRAFUND ELIMINATIONS			TOTAL GENERAL FUND				
	Original Budgeted Amounts	Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)	Original Budgeted Amounts	Final Budgeted Amounts	Actual	Variance with Final Budget Positive (Negative)
REVENUES:								
District taxes					\$17,150,096	\$17,150,096	\$17,084,791	(\$65,305)
Intergovernmental revenues					218,087	218,087	8,099,784	7,881,697
Pass-throughs from other Agencies					692,407	692,407		(692,407)
Home owner property tax relief					92,563	92,563	45,353	(47,210)
Other in-lieu taxes					15,316	15,316	29,937	14,621
Developer fees								
Charges for services					3,094,136	3,094,136	1,416,353	(1,677,783)
Use of money and property								
Reimbursements								
Other revenue								
					116,583	116,583	6,968	(109,615)
<b>Total Revenues</b>					<b>21,379,188</b>	<b>21,379,188</b>	<b>26,683,186</b>	<b>5,303,998</b>
EXPENDITURES:								
Current:								
Public safety-fire protection:								
Salaries and benefits					15,553,903	15,553,903	11,381,458	4,172,445
Services and supplies					6,690,432	6,690,432	3,579,035	3,111,397
Capital outlay					1,947,528	1,947,528	2,572,094	(624,566)
Principal retirement							461,981	(461,981)
Interest and fiscal charges							60,237	(60,237)
<b>Total Expenditures</b>					<b>24,191,863</b>	<b>24,191,863</b>	<b>18,054,805</b>	<b>6,137,058</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>					<b>(2,812,675)</b>	<b>(2,812,675)</b>	<b>8,628,381</b>	<b>11,441,056</b>
OTHER FINANCING SOURCES (USES)								
Transfers in	(\$1,593,554)	(\$1,593,554)		\$1,593,554		191,735		(191,735)
Transfers out	1,593,554	1,593,554		(1,593,554)	1,593,554	3,187,108		(3,187,108)
<b>Total Other Financing Sources (Uses)</b>					<b>1,593,554</b>	<b>3,378,843</b>		<b>(3,378,843)</b>
<b>NET CHANGE IN FUND BALANCE</b>					<b>(\$1,219,121)</b>	<b>\$566,168</b>	<b>8,628,381</b>	<b>\$8,062,213</b>
Fund balance at beginning of year, as restated							25,776,640	
Fund balance at end of year							<b>\$34,405,021</b>	



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 24-1296

**Agenda Date:** 5/14/2024

**Agenda #:** C.9

**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** Contract with AP Triton, LLC

Recommendation of the County Administrator  Recommendation of Board Committee

### RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with AP Triton, LLC., in an amount not to exceed \$400,000, to provide ongoing Fire-Based Emergency Ambulance Service Program Management consulting services to the District for the period of May 1, 2024, through April 30, 2029.

### FISCAL IMPACT:

Approval of this request will result in FY24-25 budgeted expenditures of up to \$75,000, funded by 100% Contra Costa County Fire Protection District EMS Transport Fund. This expenditure may rise with CPI during the term of the agreement, which spans future fiscal years during the term of the agreement. The remaining annual costs will also be funded by the EMS Transport Fund.

### BACKGROUND:

The Fire District currently provides an Alliance model ambulance transport delivery service to the majority of Contra Costa County. AP Triton is an innovative and visionary company with extensive experience in evaluating ambulance transport delivery systems, establishing economic value of these systems and providing system design to produce the highest level of economically sustainable emergency medical services.

### CONSEQUENCE OF NEGATIVE ACTION:

If the contract is not approved, the District could face significant challenges. These include struggling with the design, development, and implementation of EMS systems, negotiating contracts for ambulance and emergency response services between public sector governments and private sector companies, managing unit hour utilization and inter-facility transports, and more. Without this contract, the District would also lack a consultant to assist in its anticipated response to the County Ambulance RFP, further complicating the situation.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-1297  
C.10

**Agenda Date:** 5/14/2024

**Agenda #:**

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**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** Construction Contract with Thompson Builders Corporation for Tenant Improvements at the CCCFPD Communications Center

Recommendation of the County Administrator  Recommendation of Board Committee

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### RECOMMENDATIONS:

AUTHORIZE the Fire Chief, or his designee, to execute a construction contract for tenant improvements at the Fire Protection District Communications Center to include the New Fire Communications Center at 2010 Geary Road and Communications Division Offices at 2900 Dorothy Drive.

APPROVE the design and bid documents, including the plans and specifications, for the above project.

DETERMINE that the bid submitted by Thompson Builders Corporation complies with all requirements of the Project Specification, including the requirements of the County's Outreach Program, and FURTHER DETERMINE that Thompson Builders Corporation submitted the lowest responsive and responsible bid for this project.

WAIVE any minor irregularities in Thompson Builders Corporation's bid.

AWARD the construction contract for the above project to Thompson Builders Corporation in the amount of \$12,345,678 and Direct that the Fire Chief, or designee, prepare the contract.

DIRECT that Thompson Builders Corporation shall submit two good and sufficient security bonds (performance and payment bonds) in the amount of \$12,345,678.

ORDER that, after the contractor has signed the contract and returned it, together with the bonds, evidence of insurance, and other required documents, and the Fire Chief has reviewed and found them to be sufficient, the Fire Chief or designee is authorized to sign the contract for this Board.

ORDER that, in accordance with the project specifications and upon signature of the contract by the Fire Chief or designee, any bid bonds posted by the bidders are exonerated, and any checks or cash submitted for bid security shall be returned.

AUTHORIZE the Fire Chief, or designee, to sign any escrow agreements prepared for this project to permit the direct payment of retention into escrow or the substitution of securities for monies withheld by the County to

ensure performance under the contract, under Public Contract Code Section 22300.

DELEGATE under Labor Code Section 6705, to the Fire Chief or any registered civil or structural engineer employed by the District, the authority to accept detailed plans showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection during trench excavation covered by that section.

AUTHORIZE the Fire Chief, or designee, to order changes or additions to the work pursuant to Public Contract Code Section 20142.

AUTHORIZE the Fire Chief, or designee, to sign change orders up to a maximum contract value of \$14,080,246, which includes a 10 percent contingency value and \$500,000 for emergency generator procurement.

DELEGATE, pursuant to Public Contract Code Section 4114, to the Fire Chief, or designee, the Board's functions under Public Code Section 4107 and 4110.

**FISCAL IMPACT:**

100% CCCFPD EMS Transport Fund. The Fire District will draw from an existing construction bond to make progress payments for construction and associated costs. The bond payments will be paid from the CCCFPD EMS Transport Fund.

In addition to this construction contract, approximately \$1,500,000 will be required to purchase furniture, fixtures, and equipment (FFE).

**BACKGROUND:**

The Contra Costa Regional Fire Communications Center was originally constructed in 1966. Since then, call volume, number of on-duty dispatchers, and workload have grown significantly. In 2015, the Emergency Medical Services dispatching function was added to the center. The Fire Protection District has outgrown this center. When the Fire Protection District's headquarters moved from 2010 Geary Road to 4005 Port Chicago Highway in 2017, this created the possibility of moving the Contra Costa Regional Fire Communications Center (CCRFCC) into the larger space at 2010 Geary Road to accommodate additional dispatchers and dispatch consoles. The long-term plan envisions moving many fire district functions, including dispatch, to the former Concord Naval Weapons Facility. However, this project is probably at least a decade away and has no identified funding. Therefore, this remodel and expansion is needed to bring the CCRFCC through the next decade. Eventually, the remodeled CCRFCC will provide value to the District as a backup communications center once the new headquarters campus comes to fruition.

The construction cost estimate was \$12,500,000, and the general prevailing wage rates will be the minimum wage for this project. Bids were received and opened by the Public Works Department on April 4, 2024, and the bid results are as follows:

**Bidder**

**Bid**

Thompson Builders Corporation	\$12,345,678
EF Brett & Company, Inc.	\$12,390,000
CWS Construction Group, Inc.	\$12,983,000

The Fire Chief recommends that the Board award the construction contract for this project to Thompson Builders Corporation, the lowest responsive and responsible bidder, for \$12,345,678.

**CONSEQUENCE OF NEGATIVE ACTION:**

If the project is not approved, construction will not occur, impacting the future efficiency and capabilities of dispatch and services in the area.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-1298  
C.11

**Agenda Date:** 5/14/2024

**Agenda #:**

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**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** Claims

Recommendation of the County Administrator  Recommendation of Board Committee

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### RECOMMENDATIONS:

DENY claims filed by John Jenkin; Jay Rana, General Manager for Sonesta Select, and Fred Zhang.

### FISCAL IMPACT:

No fiscal impact.

### BACKGROUND:

John Jenkin: Property claim for broken windshield in the amount of \$385.

Jay Rana, General Manager for Sonesta Select: Property claim for damage to elevator in the amount of \$11,620.

Fred Zhang: Property claim for damage to front door in the amount of \$2,400.

### CONSEQUENCE OF NEGATIVE ACTION:

Not acting on the claims could extend the claimants' time limits to file actions against the County.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 24-1299  
C.12

**Agenda Date:** 5/14/2024

**Agenda #:**

**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** FY 23 Assistance to Firefighters Grant - SCBA

Recommendation of the County Administrator  Recommendation of Board Committee

### RECOMMENDATIONS:

RATIFY the Contra Costa County Fire Protection District’s execution of a grant application to the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grants Program, in an amount not to exceed \$3,000,000, for the purchase of Self-Contained Breathing Apparatus (SCBA) equipment.

### FISCAL IMPACT:

The total cost for the Assistance to Firefighters Grant Self-Contained Breathing Apparatus (SCBA) project is \$3,894,604. Of this amount, the maximum federal award capable is \$3,000,000 with a minimum 10% local agency cost sharing requirement. Due to the total project cost exceeding the maximum Federal award amount, if awarded, the District would be required to match any additional funds over the \$3,000,000 max award, which would be \$894,604.

The Fire District will be facing the need to replace all SCBA equipment before 2028. The current equipment will reach its end of life in 2028. This grant would provide approximately half of the total costs for the entire replacement project with the remainder able to be spread over the subsequent fiscal years prior to 2028.

### BACKGROUND:

The Fiscal Year (FY) 2023 Assistance to Firefighters Grant (AFG) Program objectives are to provide critically needed resources to equip and train emergency personnel, enhance efficiencies, and support community resilience. The deadline to submit the grant application was March 8, 2024, and the District submitted the application prior to that deadline.

Self-Contained Breathing Apparatus (SCBA) provide an autonomous supply of breathable gas in atmospheres that are immediately dangerous to life or health, such as those that occur while fighting fires. The SCBA is comprised of four parts: regulator, cylinder, back plate and harness, and face piece. This equipment must comply with National Fire Protection Association (NFPA) standards. Contra Costa County Fire Protection District’s SCBA equipment is aging out of NFPA compliance and needs to be replaced.

The purpose of the AFG grant project application is to replace 315 SCBAs, additional air cylinders, and other

supplies on all front-line apparatus to maintain operational readiness. The remaining purchase and replacement over subsequent fiscal years would support the training division and academy needs, live fire training at the District's site at MOTCO, along with a 10% reserve cache for maintenance needs and annual testing would not be covered by this grant funding.

Due to changing conditions in the fire manufacturing space, along with price increases and continued supply chain concerns, the cost of the project is currently an estimate. If awarded, subsequent approval will be requested of the Board for purchasing authority with detailed actual costs.

**CONSEQUENCE OF NEGATIVE ACTION:**

The District would not be able to pursue grant funding for this critical safety equipment.





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 24-1300  
C.13

**Agenda Date:** 5/14/2024

**Agenda #:**

**To:** Board of Directors

**From:** Lewis Broschard, Chief, Contra Costa County Fire Protection District

**Report Title:** Fiscal Year 2023 Staffing for Adequate Fire and Emergency Response Grant

Recommendation of the County Administrator  Recommendation of Board Committee

### RECOMMENDATIONS:

RATIFY the Contra Costa County Fire Protection District's execution of a grant application to the U.S. Department of Homeland Security, Federal Emergency Management Agency, in an amount not to exceed \$14,890,080, for the Fiscal Year (FY) 2023 Staffing for Adequate Fire and Emergency Response (SAFER) grant program for a three-year period to become effective upon award.

### FISCAL IMPACT:

100% Federal. The District applied for SAFER grant funding in the amount of \$14,890,080. If awarded, the funding would cover a three-year performance period, with an anticipated start date no later than April 1, 2025. The amount awarded may be less than the amount requested. There is no local agency match requirement or position cost caps for the FY23 SAFER grant program. This action is for the application execution only. Should the District be awarded the grant, staff will return to the Board for approval to accept grant funds. At that time, an updated fiscal impact will be provided.

### BACKGROUND:

The SAFER grant program aims to allocate funds directly to fire departments, aiding them in maintaining or boosting their firefighter count. This initiative is crucial for enabling communities to meet industry standards and achieve ample staffing, ensuring sufficient protection against fires and related hazards. In our District, a captain, an engineer, and a firefighter operate a typical fire engine, with at least one being a paramedic. In addition, our ladder trucks are staffed by four personnel, two of whom hold the rank of firefighter.

With funding from the FY 23 SAFER grant, no later than April 1, 2025, the District would hire fifteen (15) firefighter/paramedics and strategically place them as the 4th firefighter at five (5) of our engine companies. These placements will be strategically situated in close proximity to each other, ensuring that the majority of firefighters respond to the same fires and incidents. This arrangement aims to enhance operational capabilities, decrease response times, expand service coverage, reduce unnecessary move-up of resources from other communities, and establish a designated "apprentice program" for our new and inexperienced firefighters. Within these designated areas, new firefighters can safely learn their profession and assimilate into our organization while receiving mentorship from senior firefighters throughout their first year of service.

Our District continues to experience annual increases in emergency call volume. While the fire academy prepares our recruits as much as possible, we have identified a need to provide a more thorough training and

mentorship plan that extends past the initial fire academy to include this new apprenticeship program for their first year of service. Beyond training and mentorship, we believe these additional resources placed in the right locations will better front-load the necessary resources to mitigate emergency incidents both more quickly and safely. This extra staffing will also result in a direct benefit to the firefighters and the community they serve.

Due to deadlines, the application for this grant was submitted in early April. This action is to ratify submission of the District's application. This grant would result in the addition and hiring of 15 new positions. Historically, notifications of awards by FEMA are completed by the end of September each year. Should the District be awarded the grant, staff will return to the Board to obtain approval for accepting the grant award, adding additional positions, and for Board approval of a side letter with IAFF Local 1230 to outline the program and funding commitment of the grant program. If awarded, the District will be reimbursed on a quarterly basis for the cost of the SAFER funded positions.

The period of performance for this grant is three years. Extensions to the period of performance are typically not available.

SAFER grants previously required a match by the grant recipient. The FY 23 SAFER program does not have a cost share or match or position cost limit.

SAFER grant funds may only be used to hire new, additional firefighters and may not be used to supplant funds that would otherwise be available from State or local sources. Throughout the performance period of the grant, the District will need to maintain the total number of authorized and funded firefighter positions that existed at the time of award plus the total number of SAFER-funded firefighter positions. The District cannot lay off firefighters that would result in a reduction of staffing below these numbers during the period of performance, or the grant award will be reduced by an equal amount per position that is reduced. Additionally, vacancies that arise through attrition, such as openings created by retirements, must be filled within a reasonable time period to maintain compliance with the minimum number of firefighters required of the grant.

**CONSEQUENCE OF NEGATIVE ACTION:**

Due to deadlines, this application has already been filed. If this action is not approved, the District will notify FEMA that it is withdrawing the application.