



## **BOARD OF DIRECTORS REGULAR MEETING AGENDA**

Wednesday December 8, 2021  
4 p.m. by Teleconference/Zoom

*On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Council Chambers at Burlingame City Hall and Hillsborough Town Hall are closed to the public.*

*This meeting will be conducted via Zoom, an independent virtual meeting platform. Members of the public may join the meeting by logging onto the Zoom meeting listed below.*

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### **TELECONFERENCE PARTICIPANTS**

Board Members Ricardo Ortiz, Michael Brownrigg, Marie Chuang and Sophie Cole will participate by teleconference pursuant to Governor Newsom's Executive Order N-25-20

Pursuant to Ralph M. Brown Act, Government Code Section 54953, all votes shall be by roll call due to Board Members Ricardo Ortiz, Michael Brownrigg, Marie Chuang and Sophie Cole participating by teleconference.

Any requests for reasonable accommodation should be addressed to Rubina Ellam at [publiccomment@ccfd.org](mailto:publiccomment@ccfd.org) or 650-558-7600.

**1. CALL TO ORDER****2. PLEDGE OF ALLEGIANCE****3. ROLL CALL****4. APPROVAL OF MINUTES**

- a. Regular meeting minutes of September 8, 2021
- b. Special meeting minutes of September 21, 2021

**5. REPORT OUT FROM CLOSED SESSION**

- a. Report out from closed session of September 8, 2021

**6. PUBLIC COMMENTS – NON-AGENDA**

The Ralph M. Brown Act (the State local agency open meeting law) prohibits the Board from acting on any matter which is not on the agenda. It is the policy of the Board to refer such matters to staff for investigation and/or action. For purposes of this teleconference meeting, members of the public may provide written comments by email to [publiccomment@ccfd.org](mailto:publiccomment@ccfd.org). Emailed comments should include the specific agenda item on which you are commenting on or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes allowed for verbal comments, which is approximately 250-300 words. To ensure your comment is received and read to the Board of Directors for the appropriate agenda item, please submit your email no later than 3 p.m. on Wednesday, December 8, 2021.

**7. CONSENT CALENDAR**

There are no consent calendar items for this meeting.

**8. PUBLIC HEARING**

There are no public hearing items for this meeting.

**9. STAFF REPORTS**

- a. Fire Chief's Update (*PowerPoint*)

**10. NEW BUSINESS**

- a. Resolution Accepting the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2021
- b. Resolution Finding that Meetings of the Fire Board via Teleconference protects against the ongoing and imminent health and safety risks posed by COVID-19 and determining that all such meetings will continue to be by teleconference pursuant to California Government Code Section 54953(e)
- c. Resolution Authorizing the Chief Administrative Officer or Her Designee to Enter into a Purchase Agreement with Golden State Fire Apparatus, Inc. for the Purchase of One Fire Engine



## **11. DISCUSSION**

- a. Pension Liability Update
- b. Proposal for Training Division Reorganization (*PowerPoint*)
- c. Procurement of Self-Contained Breathing Apparatus (SCBA)

## **12. BOARD OF DIRECTORS' COMMENTS**

## **13. ADJOURN TO CLOSED SESSION**

## **14. CLOSED SESSION**

- a. Conference with Labor Negotiator for Unrepresented Management (Fire Chief, Deputy Fire Chief, and Administrative Services Manager), Unrepresented Clerical (Sr. Accounting Technician, Accounting Technician, Management Assistant, Administrative Assistant, Office Assistant and Fire Prevention Specialist), Unrepresented Mechanics (Emergency Vehicle Technicians), Unrepresented Community Risk and Resiliency Specialist, (GC#54957.6(a)). Agency Negotiator: Glenn Berkheimer.

## **15. ADJOURN FROM CLOSED SESSION**

*NOTICE: Any members of the public wishing accommodations for disabilities please contact the Secretary at (650) 558-7600 at least 24 hours before the meeting. A copy of the agenda packet is available for public review at the Fire Administration Offices, 1399 Rollins Road, Burlingame from 8:00 a.m. to 4:00 p.m. and on the CCFD website at [www.ccfdonline.org](http://www.ccfdonline.org).*

*Any writings or documents provided to a majority of the Joint Powers Authority Board of Directors regarding any item on this agenda will be made available for public inspection at the Fire Administration Offices, 1399 Rollins Road, Burlingame, CA 94010*



**BOARD OF DIRECTORS MEETING MINUTES (Unapproved)**  
**Regular Meeting, Wednesday, September 8, 2021**

**1. CALL TO ORDER**

The meeting was called to order at 4:09 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

All Board Members were present.

**4. APPROVAL OF MINUTES**

- a. Regular meeting minutes of April 14, 2021.

Board Member Chuang motioned to approve the meeting minutes of April 14, 2021. Board Member Brownrigg seconded the motion. Approved 4-0-0.

**5. PUBLIC COMMENTS – NON-AGENDA**

No public comments.

**6. CONSENT CALENDAR**

- a. Central County Fire Department Treasurer's Report for Fiscal Year 2020-21

Board Member Brownrigg motioned to approve item 6a. Board Member Cole seconded the motion. Approved 4-0-0.

**7. STAFF REPORTS**

- a. Fire Chief's Update

Chief Barron gave a brief update:

• **Wildland Deployments**

- CCFD received the OES Type 6 engine on May 12<sup>th</sup> and immediately began training. On June 30<sup>th</sup>, the Type 6 was deployed to the Lava Fire, its maiden voyage, through July 6<sup>th</sup>, led by Captain Jennifer Price and FF's Armstrong and Bradley. The apparatus then headed to the Bootleg Fire in Oregon from July 8<sup>th</sup> through July 22<sup>nd</sup>. Our Type 6 received relief crews in Oregon and drove to Montana to the Harris Fire from July 22<sup>nd</sup> through August 6<sup>th</sup>. The Type 6 and Type 1 headed to the Dixie Fire near Lake Almanor, California, July 20<sup>th</sup> through mid-September. A Strike Team and our Type 6 then headed from Montana to the Caldor Fire near South Lake Tahoe August 30<sup>th</sup> through mid-September including Two Type 1 Engines, a Third Engine, a Strike Team Leader and a Strike Team Leader Trainee.
- One of our retirees lost his home to the Caldor Fire and one of our Captains was evacuated.



- San Mateo Consolidated Fire allowed us to use their Type 6 when CCFD's rig was down allowing CCFD crews to respond to deployments.
- **Succession Planning**
  - In support of succession planning, Jasmine Del Chiaro was promoted to Management Assistant in July.
- **Classification Study for CCFD Operations Battalion Chiefs**
  - In the past, CCFD had nine on-duty Battalion Chiefs. At present, there are three on-duty 48-hour Operations Battalion Chiefs with 7 stations to manage, but the workload has not been reduced. A classification study was just completed for our three Ops BCs and we will have a report in the near future. The data from this report may also be used in the Standards of Cover study.
- **Standards of Cover Study / Community Risk Assessment**
  - The Standards of Cover Study / Community Risk Assessment RFP was awarded to AP Triton. CCFD partnered with San Bruno Fire and San Mateo Consolidated Fire in order to reduce the overall cost and to facilitate data gathering, dispatch, county boundary drops, county JPA agreements, etc. The report provided will be specific to CCFD. The kick-off meeting with AP Triton was held on September 2<sup>nd</sup> which included Ann, Jan, Rubina, Jasmine and the entire Fire Command Staff. Study completion is expected before the end of this year.
- **CCFD Recruits**
  - CCFD has hired six new firefighters: Dave Barajas, Matthew Houser, Marissa Maddox, Matthew Mason, Cody Smith and Chanece Uboldi. Matthew Mason is a lateral firefighter and is in the process of completing a two-week in-house orientation and will then go on the line. The other five recruits have begun the San Mateo County in-service Academy #33. This Academy will graduate on December 17<sup>th</sup>.
    - One of our new firefighters, Dave Barajas, was CCFD's head mechanic. Mechanic Ed Stirling was promoted to head mechanic and a new mechanic, Carlos Ramos has accepted an offer. Carlos is in backgrounds now with a start date to be determined.
- **Probationary Firefighters**
  - Six firefighters have completed their 18-month probation: Eric Caceres, Tyler Conroy, Trevor Eversole, John Goudarzi, Eric MacIntosh and Scott Sousa. All six did an outstanding job throughout their probation which is expected to continue throughout their careers.
- **Grants Awarded**
  - CCFD has received two grants. The first is for approx. \$89,000 from UASI for respiratory equipment for the Heavy Rescue apparatus. For the second grant, for SCBAs, CCFD partnered with San Mateo Consolidated Fire. This grant was denied in 2019 and resubmitted in 2020. CCFD was just notified of the awarded grant this year, which is for \$250,000.

- **COVID-19 Update**
  - CCFD is following all State and County Policies. San Mateo County EMS is looking at 3rd shots (boosters) for first responders at the end of September early October.
- **Town of Hillsborough WUI Program**
  - WUI inspections are on track with the majority of residents appreciative of CCFD's inspections. Public outreach continues through e-announcements. Collaboration with Firewise group to help promote upcoming 9/20 chipping event. Chief Barron gave kudos to Fire Marshal Reed and the entire Prevention team for their hard work and ongoing efforts.
- **Disaster Preparedness**
  - Burlingame Neighborhood Network (BNN) Citywide drill scheduled for 10/9; Hillsborough Neighborhood Network drill planning in progress (no scheduled drill date yet); 3) Countywide Golden Eagle exercise scheduled for 11/3.
- **CCFD Millbrae Events**
  - CCFD participated in the Millbrae Art and Wine festival on September 10<sup>th</sup> and 11<sup>th</sup>. Fire Prevention and Community Risk/Resiliency staffed a booth and provided information and education to the masses while on-duty crews provided medical coverage. On September 11<sup>th</sup>, CCFD will participate in a special ceremony commemorating the 20<sup>th</sup> anniversary of 9/11.

With wildland deployments and unprecedented workloads, Chief Barron gave kudos to all CCFD personnel staff for their sacrifices and dedication to providing the highest level of service for our communities.

Board Chair Ortiz inquired about the Type 6 being down since it is new. Chief Barron explained that the rig had been out for two months solid and used daily, non-stop during that time. The first issue was tire replacement, then an issue with the chassis came up and it was sent to the dealer for repair after receiving San Mateo's Type 6 rig following a crew exchange.

Board Member Brownrigg asked about the morale of CCFD staff given current wildland deployments and workloads and hopes that all "feel the love" and gratitude of the community. Chief Barron thanked Board Member Brownrigg for his question and concern and shared that he and Deputy Chief Giacotto met with the CCFD labor group to find out how everyone was doing and to inquire about sending an additional engine to the Caldor Fire. The labor group shared that they were definitely "worked" but willing to step up and staff a third engine.

Board Member Chuang echoed Board Member Brownrigg's sentiments and inquired about the SCBA grant awarded to CCFD. Chief Barron explained CCFD's 2019 grant application was initially denied and after inquiring why, it was determined that the grantor would like to see a regional approach, hence the collaboration with San Mateo Consolidated the second time around. Chief Barron further explained that SCBAs have about a 15-year lifespan and cost approximately \$7,000 each and CCFD will be replacing approx. 50-60 units.

Board Member Cole echoed Board Member Brownrigg and Board Member Chuang's sentiments and inquired about shift regulations and exposures during wildland deployments. Chief Barron thanked Board Member Cole for her deep question and explained that for a federal fire deployment firefighters work 12-hour shifts. For a CA deployment, usually run by CAL FIRE,

firefighters work 24-hour shifts. It is up to the Strike Team Leader to keep an eye on their team and check in with their officers to make sure their team members are ok and have what they need. Should anyone become ill or need to step out, they will be switched out.

Chief Barron explained that exposure studies are just beginning for wildland deployments, so the data is not readily available just yet but when it is available it will be shared.

## **8. NEW BUSINESS**

- a. Resolution adopting the modification of the ICMA-RC 457 Deferred Compensation program

HR Manager Kristin Armbruster briefly summarized the proposed modifications to the program

- Addition of a ROTH feature
- Addition of a loan program

Board Member Brownrigg inquired about available opportunities for financial education for employees. Ms. Armbruster stated that each of our vendors offer seminars and webinars (plan membership notwithstanding). Ms. Armbruster added the caveat that the department has to be careful to not provide advice that appears to direct employees on how to manage their money.

Board Member Cole requested an overview of the 457 plan and modifications proposed. Ms. Armbruster explained that the 457 plan allows an employee to defer money out of their check on a pre-tax basis and invest it. The ROTH feature allows participants to make after-tax contributions, which can be withdrawn tax-free in retirement. The loan program allows participants to borrow against their own money and make payments over time.

Board Member Chuang motioned to approve item 8a. Board Member Cole seconded the motion. Approved 4-0-0.

## **9. BOARD OF DIRECTORS' COMMENTS**

Chair Ortiz asked for comments. There were no additional comments from Board Members.

## **10. ADJOURN TO CLOSED SESSION**

Meeting adjourned at 4:39 p.m.

## **11. CLOSED SESSION**

- a. Conference with Labor Negotiator for Unrepresented Management (Fire Chief, Deputy Fire Chief, and Administrative Services Manager), Unrepresented Clerical (Sr. Accounting Technician, Accounting Technician, Management Assistant, Administrative Assistant, Office Assistant and Fire Prevention Specialist), Unrepresented Mechanics (Emergency Vehicle Technicians), Unrepresented Community Risk and Resiliency Specialist, (GC#54957.6(a)). Agency Negotiator: Kristin Armbruster, HR Manager, Town of Hillsborough.

## **12. ADJOURN FROM CLOSED SESSION**

The closed session was adjourned at approximately 5:15 p.m.

## **13. REPORT FROM CLOSED SESSION**

The report out will be given at the next Board meeting.

## **14. ADJOURNMENT**



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*  
Tuesday September 21, 2021

**1. CALL TO ORDER**

The meeting was called to order at 3:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Board Members Ortiz, Brownrigg and Chuang were present. Board Member Cole was not present.

**4. PUBLIC COMMENTS – NON-AGENDA**

No public comments

**5. CONSENT CALENDAR**

There were no consent calendar items for this agenda.

**6. NEW BUSINESS**

a. Resolution authorizing salary increases for the Management, Clerical, Emergency Vehicle Technician and Community Risk and Resiliency Employees

HR Manager, Kristin Armbruster explained that, as noted in the staff report, these increases are budgeted in the FY21/22 adopted budget. There were no questions or public comments. Board Member Brownrigg motioned to approve. Board Member Chuang seconded the motion. Approved 3-0-1

b. Resolution Adopting the Salary Schedule for the Central County Fire Department

HR Manager, Kristin Armbruster, stated this resolution memorializes the changes to the salary schedule. Board Member Chuang motioned to approve. Board Member Brownrigg seconded the motion. Approved 3-0-1.

**7. BOARD OF DIRECTORS' COMMENTS**

There were no additional comments.

**8. ADJOURNMENT**

The meeting was adjourned at 3:10 p.m.



AGENDA ITEM: 10a

## STAFF REPORT

MTG. DATE: Dec. 8, 2021

**TO:** Board of Directors

**DATE:** December 8, 2021

**FROM:** Bruce Barron, Fire Chief  
Jan Cooke, Finance Director

**APPROVED BY:** Ann E. Ritzma  
Ann E. Ritzma, CAO

**SUBJECT:** Resolution to Accept the Annual Comprehensive Financial Report for the Year

Ended June 30, 2021

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**Recommendation:**

Adopt a Resolution to accept the Annual Comprehensive Financial Report for fiscal year ended June 30, 2021.

**Background:**

Pursuant to Section 16.2 (Records and Accounts) of the Joint Powers Agreement establishing the Central County Fire Department, the Department shall cause to be kept accurate and correct books of the account, showing capital costs (if any), special services costs, and maintenance and operation costs of the Department. The Department shall maintain accurate and correct books of the account showing all Department Personnel costs and the costs of maintenance and operation of the Fire Stations and Equipment, including liability, casualty and workers' compensation insurance and a reasonable depreciation reserve for capital items. The aforescribed books and records shall be open to inspection at all times during normal business hours by Member Agencies. The Treasurer shall cause all financial records of the Department to be audited by an independent public accountant or certified public accountant at least once a fiscal year and a copy of the audit be delivered promptly to each Member Agency.

An audited report presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards (GAAS) by Badawi & Associates, Oakland, CA. is hereby submitted. The Department has received an unmodified opinion on the financial statements.

### General Fund

The financial highlights for FY 20/21 are summarized in the Management's Discussion and Analysis (MD&A) that can be found from page 17 through 27 of the financial report. The General Fund is the main operating account of CCFD.

The General Fund revenue is better than adopted budget by \$0.3 million primarily due to reimbursements for strike team participation in statewide fires. Expenditures including transfers out are higher than budget by \$0.5 million primarily due to overtime attributable to coverage for vacancies, strike team backfill, training and meetings. Net excess revenue over expenditures is \$0.2 million and is added to reserves.

Page 23 of the report shows a comparison of the General Fund expenditures and transfers between FY 20/21 and FY 19/20. Expenditures and transfers increased \$0.9 million (3%), primarily driven by salary increases, overtime, increased contractual rates for annual required pension contributions.

The General Fund ending fund balance is \$0.9 million on June 30, 2021.

Capital asset additions of \$1.1 million in FY 20/21 included on ladder engine, one vehicle, radio equipment, and upgrades at stations.

### Statement of Net Position

The Statement of Net Position (page 33) as of June 30, 2021 reflects a deficit net position of \$49.5 million. The net position decreased by \$1.9 million in FY 20/21 primarily due to increased pension related liabilities based on CalPERS policies and assumptions. The negative net position of CCFD is primarily due to the pension, Other Post-Employment Benefits (OPEB), and workers' compensation liabilities of the Department.

The Statement of Net Position – Proprietary Funds (page 38) shows a net position of \$3.4 million on June 30, 2021. This is primarily comprised of cash and capital assets in the Vehicle Replacement Fund, and cash and offsetting workers' compensation actuarial claims liability in the Self-Insurance Fund. The Self-Insurance Fund is 72% funded to the actuarial valuation on June 30, 2021. The Vehicle Replacement Fund holds \$1.2 million in cash for future engine, vehicle, and equipment replacements.

### **Fiscal Impact:**

There is no fiscal impact associated with this submission.

### **Attachments:**

1. Resolution Accepting the Annual Comprehensive Financial Report for fiscal year ended June 30, 2021
2. Annual Comprehensive Financial Report for fiscal year ended June 30, 2021
3. Auditors' Communication with Those Charged with Governance June 30, 2021



**RESOLUTION NO. 21-09**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT  
TO ACCEPT THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR  
YEAR ENDING JUNE 30, 2021**

**RESOLVED**, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

**WHEREAS**, the Board of Directors of the Central County Fire Department adopted the budget for Fiscal Year 2020-2021; and

**WHEREAS**, the Annual Comprehensive Financial Report for Fiscal Year 2020-2021 was reviewed at the December 8, 2021 Regular Board of Directors Meeting; and

**WHEREAS**, the Board of Directors of the Central County Fire Department accepts the Annual Comprehensive Financial Report for the year ending June 30, 2021.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors of the Central County Fire Department adopts the Resolution to Accept the Annual Comprehensive Financial Report for the Year Ending June 30, 2021;

Approved at a regular meeting of the Board of Directors by teleconference this 8th day of December, 2021.

Signed: \_\_\_\_\_  
Ricardo Ortiz, Chair

Attest: \_\_\_\_\_  
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 21-09 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 8th day of December, 2021 by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____



CENTRAL COUNTY FIRE DEPARTMENT

*Serving the communities of Burlingame, Hillsborough and Millbrae*

# ANNUAL COMPREHENSIVE FINANCIAL REPORT

*Fiscal Year End | June 30, 2021*

+1 650-558-7600  
info@ccfd.org  
www.ccfcd.org

Administration Office  
1399 Rollins Road  
Burlingame, CA 94010





CENTRAL COUNTY FIRE DEPARTMENT  
A JOINT POWER AGREEMENT BETWEEN  
CITY OF BURLINGAME AND  
TOWN OF HILLSBOROUGH, CALIFORNIA

Annual Comprehensive Financial Report

Fiscal Year Ended June 30, 2021



**CENTRAL COUNTY FIRE DEPARTMENT**  
**Annual Comprehensive Financial Report**  
**For the fiscal year ended June 30, 2021**

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**CENTRAL COUNTY FIRE DEPARTMENT**  
**Annual Comprehensive Financial Report**  
**For the fiscal year ended June 30, 2021**

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## **INTRODUCTORY SECTION**

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December 2, 2021

**To the Board of Directors of Central County Fire Department, the Chief Administrative Officer, and the Citizens of the City of Burlingame, the Town of Hillsborough, and the City of Millbrae, California**

We are pleased to present the Annual Comprehensive Financial Report of the Central County Fire Department (CCFD) for the fiscal year ended June 30, 2021, in conformity with generally accepted accounting principles (GAAP) in the United States and as stipulated in the Joint Powers Agreement, audited in accordance with generally accepted auditing standards in the United States by a firm of licensed certified public accountants.

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the Department's framework of internal control provides reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements.

Badawi & Associates, CPAs, a firm of licensed certified public accountants, has issued an unmodified ("clean") opinion on the Central County Fire Department's financial statements for the year ended June 30, 2021. The independent auditor's report is located in the Financial Section of this report.

Management's discussion and analysis (MD&A) immediately follows the independent auditor's report and provides a narrative introduction, overview, and analysis of the basic financial statements. MD&A complements this letter of transmittal and should be read in conjunction with it.

## ***PROFILE OF THE ORGANIZATION***

### ***Basic Information***

The Central County Fire Department is an all-risk emergency response and community service organization. The Department's core purpose is to make Burlingame, Hillsborough, and Millbrae safe for all citizens to live and work through the protection of life, property, and the environment. It seeks to minimize risk to people, property, and the environment by responding to all fire, medical, rescue, and hazardous materials incidents.

Administrative and non-emergency safety services include fire prevention and hazardous materials regulations, emergency medical services system management, and emergency preparedness and training. CCFD's personnel serve the communities with six engine companies and one truck company, strategically located in six fire stations, and administrative offices that include fire prevention, public education, training, and emergency preparedness. The total service area is 14.93 square miles with a population of approximately 64,000. The value of property protected is more than \$28 billion. Legal counsel, information technology, human resources, and accounting services are provided by contract.

The City of Burlingame, the Town of Hillsborough, and the City of Millbrae are located in San Mateo County on the western shore of the San Francisco Bay approximately 10 miles south of San Francisco and 30 miles north of San Jose.

### ***History***

The Department was established on April 20, 2004, through a Joint Powers Agreement (JPA) between the City of Burlingame and the Town of Hillsborough with essential support services provided by the two cities. This partnership and the JPA structure were designed to promote more efficient administration and effective delivery of services to the two cities. Significant cost savings have been achieved since the initial merger, primarily in personnel costs. The total authorized and filled positions have decreased from 94 at the initial merger between Burlingame and Hillsborough, to the adopted staffing of 87 full time equivalents (FTEs) in FY 19/20 serving the three cities of Burlingame, Hillsborough, and Millbrae. At the time of the initial merger, a cost-sharing plan was developed to allow each partner city to pay its fair share of the combined operating expenses of the Department. The initial merger stipulated that the Department's personnel remained employees of the individual cities including the Chief Administrative Officer and the Fire Chief, who shall be employees of either city. Additionally, responsibility for certain major costs such as retirement, replacement of vehicles and facilities, and costs related to other post-employment benefits remained with the individual cities.

In FY 2010/11, the two cities elected to fully merge fire operations, transferring all employees and operations to an independent single entity except for the Chief Administrative Officer. However, retirement costs relating to prior service and health insurance costs for employees that retired prior to FY 2010/11 continue to be the responsibility of the individual cities. Additionally, existing capital assets, including include fire stations, fire apparatus, and other major assets, remain assets of the individual cities, which are also responsible for the related costs. As of FY 2014/15, the Department replaces fire apparatus, vehicles, and equipment rather than the cities. These assets are owned and maintained by the Department.

In December 2014, the CCFD Board of Directors approved a Contract for Services Agreement with the City of Millbrae. The Department's operating costs net of program revenues are allocated seventy percent (70%) to the City of Burlingame and the Town of Hillsborough and thirty percent (30%) to the City of Millbrae. The seventy percent (70%) is further allocated sixty percent (60%) to the City of Burlingame and forty percent (40%) to the Town of Hillsborough in accordance with the Joint Powers Agreement

## ***Governance***

The Department is governed by a Board of Directors (“Board”) consisting of two City Council members from Burlingame and two City Council members from Hillsborough, who determine the level of fire, emergency medical, and disaster preparedness services to be provided by the Department. All major decisions by the Board that increase expenditures to the cities require ratification by the respective City Councils.

## ***Administration***

The Board appoints the City Manager of either Burlingame or Hillsborough to serve as Chief Administrative Officer for an alternating two-year term. The Chief Administrative Officer appoints the Fire Chief, who conducts the day-to-day operations of the Department, coordinates and supervises all training, and makes recommendations to the Board and the Chief Administrative Officer regarding the conduct and operation of the Department.

The Chief Administrative Officer also appoints an employee of one of the member agencies to act as Treasurer of the Department. The Treasurer acts as Controller for the Department and performs such functions as disbursement of revenues, payment of outstanding obligations and other similar functions.

## ***Component Units***

The Central County Fire Department is a legally separate and independent entity that is not a component unit of the City of Burlingame, the Town of Hillsborough, or the City of Millbrae. Further, the Department has no component unit organizations under its control. Therefore, this annual comprehensive financial report and the financial statements contained within represent solely the activities, transactions, and status of the Central County Fire Department.

## ***Budget***

The JPA requires that an annual budget be adopted by resolution of the Board. In the spring preceding the start of each fiscal year that runs from July through June, staff presents to the Board an annual budget based on established goals, objectives, and performance measures. The City Councils of the member agencies subsequently approve the CCFD budget via approval of their own budgets prior to June 30<sup>th</sup> of each fiscal year.

Once adopted, the Board has the authority to amend the budget. While the legal level of budgetary control is at the fund level, the Department maintains stricter control at line item levels to serve various needs. The Chief Administrative Officer or his/her designee may transfer budget amounts between line items, but any increase to the expenditure budget and funding level of the contributions from the partner cities as a whole requires the approval of the Board.



The modified accrual basis of accounting is used for budgeting. This means revenues are recognized when they become measurable or available, while expenditures are accounted for or recognized in the period they were incurred. As a special purpose organization established pursuant to joint powers legislation, the Department is not subject to the State of California's Gann Act requiring adherence to an annual appropriations limit.

Budget-to-actual comparisons are provided in this report for each major governmental fund.

## ***COMMUNITY PROFILE AND ECONOMIC CONDITION***

The City of Burlingame, the Town of Hillsborough and the City of Millbrae are California general law cities, incorporated in 1908, 1910, and 1948, respectively, that operate under the Council-Manager form of government. In each city, a five-member City Council is elected at large to four-year terms and serves as the board of directors. The Council selects a Mayor and Vice Mayor from its members annually. A City Manager is appointed by the Council and serves as the chief executive officer. The City Manager is responsible for all municipal functions. A City Attorney is appointed by the Council to serve as chief legal advisor for the governing body and administration.

Municipal services include police and fire protection, building permitting and inspection, land use management, maintenance of streets, public facilities, water, sewer, storm drain infrastructure, and certain recreational facilities and other community services.

Support for the merged fire operations comes from the cities' general fund revenues.

### ***City of Burlingame***

Burlingame has a population of approximately 30,100 and has a median per capita income of approximately \$71,300. It has both residential and commercial-base properties and thus has a more diversified revenue base. Major revenue sources in the general fund come from property taxes, sales and use tax, and transient occupancy taxes.

### ***Town of Hillsborough***

The Town of Hillsborough has a population of approximately 10,900 and has a median per capita income of approximately \$139,500. It is an entirely residential community. As such, the Town's major revenues are from property taxes and various property-based revenues. It has a public safety special parcel tax that is a major source of funding for the fire operations.

### ***City of Millbrae***

The City of Millbrae has a population of approximately 23,150 and has a median per capita income of approximately \$51,900. Millbrae's business community is a mix of retail, restaurants, service businesses, hotels, and public services. With the Bay Area Rapid Transit (BART) / San Francisco (SFO) Extension, the City has adopted the Millbrae Station Area Specific Plan in order to attract hotel, office, retail, and housing development to the area around the Millbrae BART station.

### ***Long-term Financial Planning and Major Initiatives***

The Department continues its partnerships with other cities for mechanics, training, and EMS supervision. The Department's mechanics division services the vehicles and apparatus for the San Bruno Fire Department. The joint training program delivers training to the San Mateo Consolidated Fire Department, the San Bruno Fire Department, and the Central County Fire Department.

FY 21/22 adopted budget reflects a 5.1% increase. Revenues for all agencies are anticipated to continue to recover from the impacts of the COVID-19 pandemic, and the cities will be receiving monies from the American Rescue Plan Act to stabilize the finances. Increasing CalPERS and workers compensation costs are on the forefront of the financial horizon.

- CalPERS pension policies will continue to increase contributions required by the Central County Fire Department. In addition to the unfunded liability, the decrease in the assumption for the CalPERS investment rate of return, the revision of the rate smoothing policy, and the demographic assumption changes have all contributed to an increase in employer contribution rates. The footnotes to the financial statements include further disclosures on the pension liability.
- The Department continues to manage workers' compensation programs to contain costs. The Department strives to fund to an actuarially determined reserve level at a 70% confidence level.
- The Central County Fire Department will be replacing fire apparatus, vehicles, and equipment over the next several years. The FY 21/22 budget reflects a \$950k million contribution to reserves for this purpose.

In FY 21/22, the Department will continue to evaluate its communities to assess the level of fire threat in the local wildland urban interface (WUI) and will be recommending and implementing preventative measures necessary to reduce the threat.

Also in FY 21/22, the Department will conduct a Standards of Cover Study. The report will outline recommendations for appropriate staffing and deployment of firefighting and emergency medical service operations consistent with best practices as recommended by the Center for Public Safety Excellence.

### ***AWARDS AND ACKNOWLEDGEMENTS***

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Central County Fire Department for its Annual Comprehensive Financial Report for the fiscal year ended June 30, 2020. This was the ninth year the Department has received this prestigious award. To be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized Annual Comprehensive Financial Report. This report satisfied both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. We believe that our current Annual Comprehensive Financial Report continues to meet the Certificate of Achievement Program's requirements, and we are submitting it to the GFOA to determine its eligibility for another certificate.

We acknowledge and appreciate all the individuals who assisted in both the preparation of this report and the processing of financial transactions throughout the fiscal year. We also wish to thank the City Councils of the partner cities, the Board of Directors, and the City Managers for their interest and support in planning and conducting the financial operations of the Central County Fire Department in a responsible and progressive manner.

*Respectfully submitted,*

A handwritten signature in black ink, appearing to read 'B. Barron'.

Bruce Barron, Fire Chief

A handwritten signature in blue ink, appearing to read 'Jan Cooke'.

Jan Cooke, Finance Director

# CENTRAL COUNTY FIRE DEPARTMENT MEET THE FIRE BOARD



Ricardo Ortiz, Vice Mayor, City of Burlingame  
**CHAIR**



Marie Chuang, Council Member, Town of Hillsborough  
**VICE CHAIR**



Michael Brownrigg, Council Member, City of Burlingame



Sophie Cole, Council Member, Town of Hillsborough

# CENTRAL COUNTY FIRE DEPARTMENT EXECUTIVE AND COMMAND STAFF

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Chief Administrative Officer	Ann Ritzma, City Manager, Town of Hillsborough
Fire Chief	Bruce Barron
Deputy Fire Chief	Ken Giacotto
Fire Marshal	Christine Reed
Battalion Chiefs:	
A Shift	Jake Pelk
B Shift	Jeff Baker
C Shift	Tim Louis
Training	Tom Donnelly
Administrative Services Mgr./Board Secretary	Rubina Ellam
Finance Director/Treasurer Finance Department, Town of Hillsborough	Jan Cooke
Human Resources Manager City Manager's Office, Town of Hillsborough	Kristin Armbruster
General Legal Counsel	Jean Savaree

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graph TD
    FM[Fire Marshal  
Christine Reed] --> CADO[Chief Administrative Officer  
Ann Ritzma]
    FM --> DFM[Deputy Fire Marshal  
Patty Koch]
    FM --> CS[Community Risk and Resilience Specialist  
Dena Gunning]
    CADO --> FB1[Fire Board  
Michael Brownrigg]
    CADO --> FB2[Fire Board  
Marte Chuang]
    CADO --> FB3[Fire Board  
Sophie Cole]
    DFM --> FI1[Fire Inspector  
Julie Parenti]
    DFM --> FI2[Fire Inspector  
Cary Yballe]
    DFM --> FPS1[Fire Prevention Specialist  
Christy Adonis]
    DFM --> FPS2[Fire Prevention Specialist  
Darrick Figg]
    DFM --> FPS3[Fire Prevention Specialist  
Patrick Bignardi]
    CS --> FMC[Fire Marshal Chair  
Ricardo Ortiz]
    CS --> FMB1[Fire Board  
Michael Brownrigg]
    CS --> FMB2[Fire Board  
Marte Chuang]
    CS --> FMB3[Fire Board  
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    FMC --> FMC1[Fire Board Chair  
Ricardo Ortiz]
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# CENTRAL COUNTY FIRE DEPARTMENT AT A GLANCE

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The Central County Fire Department was established on April 20, 2004 through a Joint Powers Agreement between the City of Burlingame and the Town of Hillsborough, California, to promote more efficient administration and effective delivery of services to the partner cities. Funding is essentially provided with the partner cities' general fund tax revenues. The initial merger included stipulations whereby personnel remained employees of the individual cities and responsibility for certain major costs such as replacement of vehicles and facilities and costs related to other post-employment benefits remained with the partner cities. On June 21, 2010 the operations moved onto a full merger transferring all employees to an independent single entity. Central County Fire Department (CCFD) is now a stand-alone entity with the partner cities only responsible for facilities respectively owned by them and post-employment benefits for those retirees having retired prior to June 21, 2010.

On December 29, 2014 CCFD entered into a contract for fire services with the City of Millbrae that includes suppression, fire prevention, and administrative oversight and support. With this contract came the addition of 19 fire personnel to the CCFD ranks.

## Governance

Board of Directors consisting of two Council members each from the City of Burlingame and Town of Hillsborough with all major decisions to be ratified by the respective city councils.

## Administration

The Board appoints the City Manager of each city to serve as Chief Administrative Officer for alternating two-year terms. The Chief Administrative Officer appoints the Fire Chief who shall conduct the day-to-day operations of the Department.

## Size of Area

City of Burlingame – 5.5 square miles  
City of Millbrae – 3.2 square miles  
Town of Hillsborough – 6.23 square miles  
Total – 14.93 square miles

## Population

City of Burlingame – 30,118  
City of Millbrae – 22,625  
Town of Hillsborough – 10,922  
Total – 63,655

## Frontline Apparatus

6 Engines  
1 Aerial Ladder Truck  
1 SVI Heavy Rescue

## Fire Stations

City of Burlingame – 2  
City of Millbrae – 2  
Town of Hillsborough – 2

# CENTRAL COUNTY FIRE DEPARTMENT AT A GLANCE

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## Personnel Strength

1	Fire Chief
1	Deputy Chief
1	Fire Marshal
1	Division Chief (Training Division)
1	Deputy Fire Marshal
1	Fire Inspector
3	Fire Prevention Specialists
4	Battalion Chiefs
21	Captains
45	Firefighters and Paramedics
1	Non-Safety Lead Mechanic
1	Non-Safety Mechanic
1	Administrative Services Manager
1	Senior Accounting Technician
1	Accounting Technician
1	Administrative Assistant
2	Service Clerks
1	Community Risk & Resiliency Specialist
<b>88</b>	<b>FTE's</b>



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Central County Fire Department  
California**

For its Comprehensive Annual  
Financial Report  
For the Fiscal Year Ended

June 30, 2020

*Christopher P. Morill*

Executive Director/CEO

## **FINANCIAL SECTION**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
of the Central County Fire Department  
Burlingame, California

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

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Central County Fire Department (the Department), Burlingame, California as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Department as of June 30, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, the schedule of the Department's proportionate share of the net pension liability on page 66, the schedule of contributions on pages 66 and 67, and the other post-employment benefit plan schedules on pages 68 and 69, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Department's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements and statistical section, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate 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 combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

A handwritten signature in black ink that reads "Badawi & Associates". The signature is stylized, with a large, looped "B" at the beginning.

Badawi & Associates, CPAs  
Berkeley, California  
December 2, 2021

## **CENTRAL COUNTY FIRE DEPARTMENT MANAGEMENT'S DISCUSSION AND ANALYSIS**

This is Management's Discussion and Analysis (MD&A) of the financial activities of the Central County Fire Department (Department) for the fiscal year ended June 30, 2021. The reader is encouraged to consider this information together with the transmittal letter, financial statements, and notes to the financial statements to understand the Department's financial position.

The annual financial report was prepared in accordance with Generally Accepted Accounting Principles (GAAP) and all Governmental Accounting Standards Board (GASB) pronouncements that affect the Department.

The Department is a Joint Powers Agreement (JPA) between the City of Burlingame and the Town of Hillsborough, which as of December 2014, provides fire and emergency medical services to the City of Millbrae via contract. Existing major capital assets including fire stations, fire apparatus and vehicles remain owned by the partner cities. As of FY 2014/15, the Department replaces fire apparatus, vehicles and equipment rather than the cities. These assets are owned and maintained by the Department. The cities also remain responsible for the Other Post-Employment Benefits (OPEB) attributable to employees who retired before FY 2010/11. The Department financial statements reflect the net OPEB liabilities and accumulated vested vacation and sick leave credits (compensated absences) of the employees after the June 2010 full merger. The Department's operating costs net of program revenue are allocated 70% to the JPA and 30% to the City of Millbrae. The JPA allocates 60% to the City of Burlingame and 40% to the Town of Hillsborough.

### ***Financial Highlights***

- The total net position of the Central County Fire Department as of June 30, 2021, was negative \$49.5 million. The net position decreased by \$1.9 million primarily due to an increase in pension-related liabilities based on CalPERS policies and assumptions. The Department is primarily funded annually by the JPA and contract city; therefore, the liabilities exceed the assets of the Department. Liabilities are primarily labor related for compensated absences, OPEB and pension, and workers' compensation claims.
- General Fund fund balance increased by \$0.2 million. Combined fund balance and net position of other funds, increased by \$1.2 million as compared to 2020. The Joint Training Fund accounts for the operations of the Joint Training and Emergency Operations Medical Services program that includes administrative support for several fire agencies. The Self-Insurance Fund accounts for workers' compensation claims and actuarially determined reserves. The improved net position is due to lower disability and claims paid in the current year. The Vehicle Replacement Fund accounts for the purchase of vehicles, fire apparatus and equipment owned by the Department. The improved net position is due to funding the reserves for future replacement and strike team reimbursements for use of the Department's apparatus in participation in statewide fires.



Net Position - Other Funds June 30, 2021, 2020, and 2019				
	2021	2021 v. 2020 \$ Change	2020	2019
Joint Training Fund	\$ 157,270	\$ 5,057	\$ 152,213	\$ 168,506
Capital Projects Fund	308,537	(60,254)	368,791	265,764
Self-Insurance Fund	(1,870,042)	451,702	(2,321,744)	(546,985)
Vehicle Replacement Fund	5,266,888	854,264	4,412,624	3,872,808
<b>Total</b>	<b>\$ 3,862,653</b>	<b>\$ 1,250,769</b>	<b>\$ 2,611,884</b>	<b>\$ 3,760,093</b>

- The Department paid \$1.3 million toward its OPEB annual contribution, with \$0.7 million going into the trust and \$0.6 million paid for benefits.
- The Department spent \$1.3 million in capital for one ladder truck, one vehicle, radio equipment and station improvements.
- Long-Term Liabilities of \$71.3 million are comprised of pension, workers' compensation, OPEB, and compensated absences liabilities. The increase of \$5.4 million over the prior year is due to the CalPERS policy changes and an increase in the workers' compensation reserve based on the actuarial valuation.

The following table summarizes the Department's General Fund operations for the fiscal year ended June 30, 2021, as compared to the prior fiscal year.

General Fund Operations For the Fiscal Years Ended June 30, 2021 and 2020				
	2021	2020	\$ Variance	% Change
<b>Revenues:</b>				
Service charges	\$ 1,399,992	\$ 1,956,422	\$ (556,430)	-28%
Contribution from Burlingame	11,892,420	11,482,359	410,061	4%
Contribution from Hillsborough	7,928,280	7,654,908	273,372	4%
Contribution from Millbrae	7,604,472	7,337,244	267,228	4%
Grants	1,157,543	36,941	1,120,602	3033%
Interest Income	427	513	(86)	-17%
<b>Total revenues</b>	<b>\$ 29,983,134</b>	<b>\$ 28,468,387</b>	<b>\$ 1,514,747</b>	<b>5%</b>
<b>Expenditures:</b>				
Personnel costs	26,920,827	25,833,252	1,087,575	4%
Materials and services	2,890,150	2,905,696	(15,546)	-1%
<b>Total expenditures</b>	<b>\$ 29,810,977</b>	<b>\$ 28,738,948</b>	<b>\$ 1,072,029</b>	<b>4%</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>\$ 172,157</b>	<b>\$ (270,561)</b>	<b>\$ 442,718</b>	<b>-164%</b>
<b>Other Financing Sources (Uses):</b>				
Transfers out	-	(200,000)	200,000	100%
<b>Net Change in Fund Balance</b>	<b>\$ 172,157</b>	<b>\$ (470,561)</b>	<b>\$ 642,718</b>	<b>-137%</b>

- Service charges decreased \$0.6 million (28%) due to lower permitting for development activities in the cities and a lower reimbursement from the Self-Insurance Fund due to lower disability paid in fiscal year 2020-21.

- Contributions are collected from the cities based on the adopted budget. The budget increase over the prior year is primarily attributable to labor increases in salaries and contractual MOU increases in pensions and benefits.
- Grants are reimbursements of costs incurred by the Department for participation in statewide fires as well as CERT grant program. The increase over the prior year (\$1.1 million) is attributable to more events in the current year.
- Personnel costs increased \$1.1 million (4%) primarily due to salary cost of living and step increases, filling of open positions, contractual CalPERS retirement contributions, and overtime costs associated with staffing coverage for vacancies, training and backfill for strike teams.
- The positive Net Change in Fund Balance of \$0.2 million is retained in the General Fund reserves.

### **Overview of the Financial Statements**

This MD&A serves as an introduction to the Department's basic financial statements made up of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements such as this MD&A.

Government-wide financial statements. The *government-wide financial statements* provide readers with a broad overview of the Department's finances in a manner similar to a private-sector business.

The *statement of net position* presents information on the Department's assets plus deferred outflows of resources and liabilities plus deferred inflows of resources, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Department is improving or deteriorating.

The *statement of activities* presents information showing how the Department's net position changed during the most recent fiscal year. All changes are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. earned but unused vacation leave).

Both of these government-wide financial statements distinguish functions of the Department that are principally supported by contributions from the partner cities (*governmental activities*) including the activities of the Self-Insurance Fund and the Vehicle Replacement Fund set up as proprietary funds as recommended by GAAP but fully supporting the governmental fire operations.

The government-wide financial statements are located on pages 33 and 34 of this report.

Fund financial statements. A *fund* is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The Department, like other state, local, and special governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Department's funds fit into two categories: governmental funds and proprietary funds.

Governmental funds. *Governmental funds* account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows* and *outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Department has three individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Joint Training Fund, and the Capital Projects Fund.

The basic governmental fund financial statements is located on pages 35 through 36 of this report.

The Department adopts an annual appropriated budget for its General Fund. The budgetary comparison statement for the General Fund to demonstrate compliance with this budget is located on page 70.

Proprietary funds. Proprietary funds account for services and activities for which a fee is charged to customers in exchange for provided good or services using the "economic resources" measurement focus, which concentrates on how transactions and events have affected the fund's "total economic resources." The Department maintains two proprietary funds – the *Internal Service Fund - Self-Insurance*, where insurance premiums are charged to the General Fund based on market rates to pay workers' compensation and dental and vision claims as they occur, and the *Internal Service Fund - Vehicle Replacement*, where charges are made to the General Fund for the purchase of vehicles and apparatus. Because these services fully benefit the governmental function, the financial activities of the Self-Insurance Fund and the Vehicle Replacement Fund have been included with *governmental activities* in the government-wide financial statements.

The proprietary fund financial statements, which account for the activities of the Internal Service Funds, are located on pages 38 through 40 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements are located on pages 41 through 64 of this report.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* on the Department's pension and OPEB liabilities and a summary of major fund budgetary schedules. Required supplementary information is located on pages 66 through 72 of this report. This report also presents other *supplementary information* that summarizes the combining financial statements for the Self-Insurance Fund and Vehicle Replacement Fund. The other supplementary information is located on pages 74 through 76 of this report.

## Government-wide Financial Analysis

Net position may serve over time as a useful indicator of a government's financial position. The following chart shows the Department's net position as of June 30, 2021, and the two previous years.

Comparative Statements of Net Position - Governmental Activities			
June 30, 2021, 2020 and 2019			
	2021	2020	2019
<b>Assets:</b>			
Current assets	\$ 8,368,628	\$ 7,332,862	\$ 6,976,855
Capital assets	4,311,130	3,385,002	3,465,069
<b>Total assets</b>	<b>12,679,758</b>	<b>10,717,864</b>	<b>10,441,924</b>
<b>Deferred outflows of resources:</b>	<b>14,675,043</b>	<b>13,670,023</b>	<b>12,980,900</b>
<b>Liabilities:</b>			
Current liabilities	2,144,523	2,162,228	1,782,957
Long-term liabilities	69,984,341	64,672,968	60,744,881
<b>Total liabilities</b>	<b>72,128,864</b>	<b>66,835,196</b>	<b>62,527,838</b>
<b>Deferred inflows of resources:</b>	<b>4,676,614</b>	<b>5,111,651</b>	<b>2,794,053</b>
<b>Net Position:</b>			
Net investment in capital assets	4,311,130	3,385,002	3,465,069
Restricted	157,270	152,213	-
Unrestricted (deficit)	(53,919,077)	(51,096,175)	(45,364,136)
<b>Total net position</b>	<b>\$ (49,450,677)</b>	<b>\$ (47,558,960)</b>	<b>\$ (41,899,067)</b>

- The Department's current assets consist primarily of cash and investments (\$7.1 million) and accounts receivables (\$1.3 million). The increase over the prior year is primarily due to timing of strike team cost reimbursements. Most of the cash balance is in the Self-Insurance Fund at \$4.9 million and is reserved based on the actuarial valuation. The Vehicle Replacement Fund cash balance is \$1.2 million and is used to reserve for future vehicle and equipment replacements. The remainder is in all other funds combined and totals \$1.0 million.
- Capital assets increased \$0.9 million for the purchase of one ladder truck, one vehicle, radio equipment and station improvements offset by depreciation.
- Long-Term Liabilities of \$69.9 million consist of a \$49.9 million pension liability, \$5.6 million workers' compensation liability, \$11.8 million OPEB liability, and \$2.5 million in compensated absences. Long-Term Liabilities increased \$5 million primarily due to an increase in the CalPERS pension liability and workers' compensation reserve based on actuarial valuations.
- Deferred inflows and outflows are pension and OPEB accounting related timing differences. The increase in the deferred outflows of \$0.9 million is primarily attributable to differences in investment actual versus expected actuarial experience. The decrease in the deferred inflows of \$2.3 million is primarily attributable to differences in the proportional share and other differences in pension liability. The items are actuarially determined and fluctuate from year to year based on actual results and other changes.
- The unrestricted net deficit increase of \$1.9 million is primarily due to increased pension and workers' compensation related liabilities.

The following condensed summary compares the Statement of Activities for the fiscal year ended June 30, 2021, and the two previous years.

<b>Statement of Activities - Governmental Activities</b> <b>For the Fiscal Years Ended June 30, 2021, 2020 and 2019</b>			
	<b>2021</b>	<b>2020</b>	<b>2019</b>
<b>Expenses:</b>			
Personnel	\$ 30,258,050	\$ 29,937,605	\$ 25,653,628
Materials and services	1,708,037	3,958,052	2,507,881
Depreciation expense	371,792	392,829	318,924
Loss on sale of capital assets	25,974	-	
<b>Total Expenses</b>	<b>32,363,853</b>	<b>34,288,486</b>	<b>28,480,433</b>
<b>Revenues:</b>			
Program revenues:			
Charges for services	1,613,444	2,116,628	1,923,490
<b>Total program revenues</b>	<b>1,613,444</b>	<b>2,116,628</b>	<b>1,923,490</b>
General revenues:			
Unrestricted Contribution from Burlingame	11,892,420	11,482,359	10,789,979
Unrestricted Contribution from Hillsborough	7,928,280	7,654,908	7,193,306
Unrestricted Contribution from Millbrae	7,604,472	7,337,244	6,891,612
Grants	1,433,093	36,941	764,160
Unrestricted interest income	427	513	611
<b>Total general revenues</b>	<b>28,858,692</b>	<b>26,511,965</b>	<b>25,639,668</b>
<b>Total revenues</b>	<b>30,472,136</b>	<b>28,628,593</b>	<b>27,563,158</b>
Increase (Decrease) in net position	(1,891,717)	(5,659,893)	(917,275)
Net Position - beginning (as restated)	(47,558,960)	(41,899,067)	(40,981,792)
<b>Net Position - ending</b>	<b>\$ (49,450,677)</b>	<b>\$ (47,558,960)</b>	<b>\$ (41,899,067)</b>

- Personnel Expenses are comprised primarily of salaries and benefits costs for 88 full-time equivalent personnel. The increase of \$0.3 million as compared to the prior year is attributable to increases in salaries for cost of living and salary steps, contractual CalPERS retirement contribution, and overtime costs associated with staffing coverage for vacancies, training and backfill for strike teams, offset somewhat by GASB 68 (non-cash) pension expense, primarily driven by timing differences.
- Materials and Services Expenses are comprised of apparatus maintenance, mechanic shop operations, contract services, property and liability insurance, and the operating profit/(loss) of the Internal Service Funds (ISF). The ISF net position increased in FY 2020-21 and decreased in FY 2019-20 so the change year over year drives the lower overall materials and services expense. The ISF net position improved in fiscal year 2020-21 due to lower workers' compensation claims and disability payments paid.

- Program revenues are comprised of charges for permitting, inspections, mechanics shop services, joint training, and ALS and reimbursement revenue from the Self-Insurance Fund. The decrease from the prior year is due to lower permitting activity for development activities in the cities and lower reimbursement from the Self-Insurance Fund due to lower disability costs incurred.
- General revenues are comprised of the contributions from the cities (which is the primary source of funding for the Department) and grants, which are reimbursement for participation in statewide fires.

## ***Financial Analysis of the Department's Funds***

### Governmental Funds

Governmental funds provide information on the short-term inflows, outflows, and balances of resources that are available for spending, usually over a 12-month period. The goals of the funds are to have sufficient resources available to finance the services within each fiscal year. In particular, the fund balance may serve as a measure of funds that are available for spending in the short-term.

### **General Fund**

The General Fund is the Department's main operating fund. The three cities – Burlingame, Hillsborough, and Millbrae provide the majority of the funding for the Department.

The table below presents General Fund expenditures and transfers for fiscal year ended June 30, 2021, as compared to fiscal year 2020. Total General Fund expenditures and transfers grew \$0.9 million (3%) as compared to the prior year. Growth is primarily in salaries, overtime, and retirement expenditures.

General Fund Expenditures and Transfers For the Fiscal Years Ended June 30, 2021 and 2020				
	2021	2020	\$ Change	% Change
Salaries	\$ 12,159,868	\$ 11,832,611	\$ 327,257	3%
Overtime	2,950,680	2,784,755	165,925	6%
Part-time salaries	20,518	2,994	17,524	585%
Retirement	5,400,401	4,685,201	715,200	15%
Health, dental, vision & life insurances	1,630,648	1,557,383	73,265	5%
Retirees' health insurance	1,344,086	1,527,000	(182,914)	-12%
Workers' compensation	1,939,000	1,800,000	139,000	8%
All others	1,475,626	1,643,308	(167,682)	-10%
<b>Total personnel costs</b>	<b>\$ 26,920,827</b>	<b>\$ 25,833,252</b>	<b>\$ 1,087,575</b>	<b>4%</b>
Materials & services	2,890,150	2,905,696	(15,546)	-1%
<b>Total General Fund Expenditures</b>	<b>\$ 29,810,977</b>	<b>\$ 28,738,948</b>	<b>\$ 1,072,029</b>	<b>4%</b>
Transfer to capital fund	-	200,000	(200,000)	100%
<b>Total General Fund Expenditures and Transfers</b>	<b>\$ 29,810,977</b>	<b>\$ 28,938,948</b>	<b>\$ 872,029</b>	<b>3%</b>

- Salaries expenditures increased \$0.3 million (3%), primarily for MOU and step increases.
- Overtime expenditures increased \$0.2 million (6%) primarily for staffing coverage for vacancies, training and backfill for strike teams.

- Retirement expenditures increased \$0.7 million (15%) due to the last year of the approved discount rate (from 7.5% to 7.0% over three years) as well as other assumption and policy changes by CalPERS.
- Retiree health expenditures are in line with budget and lower than last fiscal year. The contribution is based on actuarially determined amounts.
- Workers' compensation funding increased \$0.1 million based on the actuarially determined reserve requirement.

### General Fund Budgetary Highlights

The table below summarizes General Fund FY 20/21 actual results as compared to adopted budget. There are no amendments to the adopted budget therefore an amended budget column is not presented below.

General Fund Actual Results to Budget Comparison For the Fiscal Year Ended June 30, 2021				
	Adopted Budget	Actual	\$ Change	% Change
Permits	\$ 300,000	\$ 203,205	\$ (96,795)	-32%
Plan reviews and fire inspections	253,252	268,617	15,365	6%
Joint training	118,352	118,352	-	0%
Mechanic shop	75,000	38,965	(36,035)	-48%
ALS JPA	271,236	266,780	(4,456)	-2%
Other service charges, combined	667,898	504,073	(163,825)	-25%
<b>Total service charges</b>	<b>1,685,738</b>	<b>1,399,992</b>	<b>(285,746)</b>	<b>-17%</b>
Contribution from Burlingame	11,892,419	11,892,420	1	0%
Contribution from Hillsborough	7,928,279	7,928,280	1	0%
Contribution from Millbrae	7,604,468	7,604,472	4	0%
<b>Total contributions</b>	<b>27,425,166</b>	<b>27,425,172</b>	<b>6</b>	<b>0%</b>
Grants	-	1,157,543	1,157,543	100%
Interest income	299	427	128	43%
<b>Total General Fund revenue</b>	<b>29,111,203</b>	<b>29,983,134</b>	<b>871,931</b>	<b>3%</b>
Salaries	12,379,157	12,159,868	219,289	2%
Overtime	1,859,000	2,950,680	(1,091,680)	-59%
Part-time salaries	26,000	20,518	5,482	21%
Retirement	5,418,249	5,400,401	17,848	0%
Health, dental, vision & life insurance	1,804,806	1,630,648	174,158	10%
Retirees' health insurance	1,343,000	1,344,086	(1,086)	0%
Workers' compensation	1,939,000	1,939,000	-	0%
All others	1,471,042	1,475,626	(4,584)	0%
<b>Total personnel costs</b>	<b>26,240,254</b>	<b>26,920,827</b>	<b>(680,573)</b>	<b>-3%</b>
Materials & services	3,050,949	2,890,150	160,799	5%
<b>Total General Fund expenditures</b>	<b>29,291,203</b>	<b>29,810,977</b>	<b>(519,774)</b>	<b>-2%</b>
<b>Net change in Fund Balance</b>	<b>(180,000)</b>	<b>172,157</b>	<b>352,157</b>	<b>-100%</b>
<b>Beginning Fund Balance</b>	<b>733,232</b>	<b>733,232</b>	<b>-</b>	<b>0%</b>
<b>Ending Fund Balance</b>	<b>\$ 553,232</b>	<b>\$ 905,389</b>	<b>\$ 352,157</b>	<b>64%</b>

### General Fund Revenue

- Permit and inspection revenue are lower than budget due to lower permitting activity in Millbrae and Burlingame.
- Plan reviews and fire inspections were higher than budget primarily due to increased activity.
- Joint Training revenue is based on an allocation formula.
- Mechanic shop revenue is lower than budget due to CCFD no longer servicing San Mateo Consolidated Fire's vehicles and apparatus.
- Other service charge revenue includes reimbursement revenue for programs managed by the Department such as Air Watch command, tablets, and USAR, as well as reimbursement from the Self-Insurance Fund to repay the General Fund for costs incurred for workers' compensation disability payments. The revenue is lower than budget due to fewer disability costs incurred in fiscal year 2020-21.
- Grants are reimbursements of costs for participation in statewide fires and national disasters. In addition, the Department received grant revenue for the CERT program costs.

### General Fund Expenditures

- Salaries are under budget due to timing of filling positions.
- Overtime expenditures are over budget due to higher needs for staffing coverage for vacancies, training and other backfills than budgeted, primarily driven by participation in statewide fires.
- Materials and services are lower than budget due to timing of wildland urban interface (WUI) program expenses, building repairs, training, and safety expenditures.

The net change in Fund Balance of \$0.2 million is added to reserves.

### Joint Training Fund

The Joint Training Fund accounts for the operations of a joint operational and EMS training services and administration program among the San Mateo Consolidated Fire Department, San Bruno Fire Department, and Central County Fire Department. As of June 30, 2021, the Fund has fund balance of \$0.2 million, held for operations of the program. The improvement in the fund balance of \$5k is attributable to an increase in net revenue driven by number of participants in the Academy program.

### Capital Projects Fund

The Capital Projects Fund accounts for financial resources to fund major capital projects. As of June 30, 2021, the Fund has a fund balance of \$0.3 million. The decrease in fund balance of \$0.1 million is attributable to capital spending for cabinetry and HVAC improvements in various fire stations.

### Proprietary Fund – Internal Service Funds

The Department is self-insured for workers' compensation and dental programs accounted for in an Internal Service Fund - *Self-Insurance Fund*. The Department opted for funding the workers' compensation program at the 70% confidence level, administered by a third-party administrator, and obtaining additional insurance in excess of \$250,000 up to \$5 million. As of June 30, 2021, the Fund has a negative net position of \$1.9 million. The improved net position of \$0.5 million is attributable to \$2.0 million funding from the General Fund and other revenue, offset by an increase in accounting actuarial reserve of \$0.6 million and expenses for claims, insurance, and administration of \$0.9 million. The primary driver of the improvement is the lower claims and disability claims paid in the current fiscal year. The cash balance of \$4.8 million is 72% of the actuarial determined reserve level.



The Department accounts for the purchase of vehicles, engines, trucks, and equipment in an Internal Service Fund - *Vehicle Replacement Fund*. As of June 30, 2021, the Fund has a net position of \$5.3 million, which is primarily comprised of capital assets net of accumulated depreciation of \$3.9 million and net working capital of \$1.2 million for future replacements. The Department contributions and other revenue funded \$0.9 million and one-time strike team reimbursements for use of CCFD apparatus of \$0.3 million totaled \$1.2 million into the fund this year. This is offset by depreciation expense of \$0.3 million, driving an improved net position of \$0.9 million.

## ***Capital Assets and Long-Term Liabilities***

### Capital Assets

As of FY 2014/15, the JPA purchases and owns its fire apparatus and equipment when JPA cities' owned apparatus and vehicles are replaced. The other major capital assets, including fire stations, apparatus, and vehicles, remain the assets of the member agencies. Net capital assets increased \$0.9 million primarily for the purchase of a ladder engine, one vehicle, radio equipment and upgrades at stations, offset by depreciation. Further information is available in the footnotes to the financial statements, in the Capital Assets footnote on page 51.

Capital Assets - Governmental Activities (net of depreciation)					
June 30, 2021, 2020 and 2019					
	2021	2021 v. 2020 \$ Change	2020	2020 v. 2019 \$ Change	2019
Buildings	\$ 175,129	\$ 41,434	\$ 133,695	\$ 82,082	\$ 51,613
Machinery and equipment	4,136,001	884,694	3,251,307	(162,149)	3,413,456
<b>Total</b>	<b>\$ 4,311,130</b>	<b>\$ 926,128</b>	<b>\$ 3,385,002</b>	<b>\$ (80,067)</b>	<b>\$ 3,465,069</b>

### Long-term Liabilities

On June 30, 2021, long-term liabilities were \$71 million (including short-term portion). The workers' compensation, OPEB, and net pension liabilities are based on actuarial valuations. The increase of \$5.4 million from the prior year is primarily due to the increase in pension liability from changes in the CalPERS discount rate and assumption/policy changes and an increase in the workers' compensation reserve based on actuarial valuation. The net OPEB liability decreases due to overall improved results where contributions and investment income exceed the net costs, thereby improving the overall net funding. Further information is available in the footnotes to the financial statements, in the Long-Term Debt footnote on page 52. Details on the Schedule of Net Changes in the Net OPEB are in the required supplementary information section page 68.

Long-Term Liabilities					
June 30, 2021, 2020, and 2019					
	2021	2021 v. 2020 \$ Change	2020	2020 v. 2019 \$ Change	2019
Workers' compensation claims	\$ 6,760,000	\$ 584,000	\$ 6,176,000	\$ 1,628,068	\$ 4,547,932
Net OPEB liability	11,810,052	(293,948)	12,104,000	(1,465,000)	\$13,569,000
Compensated absences	2,805,779	335,010	2,470,769	165,230	\$ 2,305,539
Net pension liability	49,966,510	4,736,217	45,230,293	3,775,648	\$41,454,645
<b>Total</b>	<b>\$ 71,342,341</b>	<b>\$ 5,361,279</b>	<b>\$ 65,981,062</b>	<b>\$ 4,103,946</b>	<b>\$61,877,116</b>

### ***Economic Factors and Future Challenges***

The Department is self-insured for workers' compensation, which will continue to require funding for reserves based on the actuarial determined valuations. The Department's management and the third-party administrators continue to find ways to reduce the risk.

CalPERS' actuarial policies, assumptions and discount rate will be reviewed during its four-year Asset Liability Management (ALM) cycle with adoption by the board in late 2021. FY 2020-21 concluded the three-year phase-in of a lower discount rate (from 7.5% to 7.0%) that is used to determine the pension liability and annual contributions paid by member agencies. These changes are projected to double the annual contribution over the next ten years.

The impact on the economy from the COVID 19 pandemic remains uncertain and revenues in the cities were impacted. The American Rescue Plan Act provided relief to cities and may help to ease the constraints, along with continued cost containment and other measures. The FY 2021-22 adopted budget showed a 5.1% increase in contributions, primarily for contractual labor and benefits expenses.

There are several fire apparatus and vehicles that will require replacement over the next five years, and funding will be from the agency contributions. Assets that were previously owned by the respective cities will remain owned by their respective owners.

### ***Request for Information***

This financial report provides a general overview of the Central County Fire Department's finances and is intended to demonstrate the Department's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Director, Central County Fire Department, c/o Town of Hillsborough's Finance Department, 1600 Floribunda Avenue, Hillsborough, CA 94010.

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## **BASIC FINANCIAL STATEMENTS**

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## **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

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**CENTRAL COUNTY FIRE DEPARTMENT**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2021**

	Governmental Activities
<b>ASSETS</b>	
Cash and investments	\$ 7,050,765
Accounts receivable	1,317,863
Capital assets (net of accumulated depreciation):	
Buildings	175,129
Machinery and equipment	4,136,001
Total capital assets	4,311,130
Total assets	12,679,758
<b>DEFERRED OUTFLOW OF RESOURCES</b>	
Deferred outflows- OPEB related amounts	2,065,069
Deferred outflows- pension related amounts	12,609,974
Total deferred outflows of resources	14,675,043
<b>LIABILITIES</b>	
Accounts payable	262,011
Other accrued liabilities	524,512
Due within 1 year:	
Workers' compensation claims	1,100,000
Compensated absences	258,000
Due in more than 1 year:	
Workers' compensation claims	5,660,000
Compensated absences	2,547,779
Net OPEB Liability	11,810,052
Net pension liability	49,966,510
Total liabilities	72,128,864
<b>DEFERRED INFLOW OF RESOURCES</b>	
Deferred inflows - OPEB related amounts	1,996,053
Deferred inflows - pension related amounts	2,680,561
Total deferred inflows of resources	4,676,614
<b>NET POSITION</b>	
Net investment in capital assets	4,311,130
Restricted for joint training	157,270
Unrestricted (deficit)	(53,919,077)
Total net position (deficit)	\$ (49,450,677)

The notes to the financial statements are an integral part of this statement.



**CENTRAL COUNTY FIRE DEPARTMENT  
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

	Governmental Activities
<b>EXPENSES</b>	
Personnel	\$ 30,258,050
Materials and services	1,708,037
Depreciation expense	371,792
Loss on sale of capital assets	25,974
Total expenses	<u>32,363,853</u>
<b>PROGRAM REVENUES</b>	
Charges for services	1,613,444
Total program revenues	<u>1,613,444</u>
<b>NET PROGRAM EXPENSES</b>	30,750,409
<b>GENERAL REVENUES</b>	
Intergovernmental - Burlingame (unrestricted)	11,892,420
Intergovernmental - Hillsborough (unrestricted)	7,928,280
Intergovernmental - Millbrae (unrestricted)	7,604,472
Grants	1,433,093
Interest income (unrestricted)	427
Total general revenues	<u>28,858,692</u>
Change in net position	(1,891,717)
<b>NET POSITION (DEFICIT) - BEGINNING</b>	<u>(47,558,960)</u>
<b>NET POSITION (DEFICIT) - ENDING</b>	<u><u>\$ (49,450,677)</u></u>

The notes to the financial statements are an integral part of this statement.

**CENTRAL COUNTY FIRE DEPARTMENT  
BALANCE SHEET - GOVERNMENTAL FUNDS  
JUNE 30, 2021**

	(Major) General Fund	(Major) Capital Projects Fund	(Major) Special Revenue - Joint Training Fund	Total Governmental Funds
<u>ASSETS</u>				
Cash and investments	\$ 498,724	\$ 308,537	\$ 166,907	\$ 974,168
Accounts receivable	1,142,011	-	38,748	1,180,759
Total assets	<u>\$ 1,640,735</u>	<u>\$ 308,537</u>	<u>\$ 205,655</u>	<u>\$ 2,154,927</u>
<u>LIABILITIES AND FUND BALANCES</u>				
Liabilities:				
Accounts payable	\$ 210,834	\$ -	\$ 48,385	\$ 259,219
Other accrued liabilities	524,512	-	-	524,512
Total liabilities	<u>735,346</u>	<u>-</u>	<u>48,385</u>	<u>783,731</u>
Fund balances - restricted for joint training	-	-	157,270	157,270
Fund balances - assigned for capital projects	-	308,537	-	308,537
Fund balances - unassigned	905,389	-	-	905,389
Total fund balance	<u>905,389</u>	<u>308,537</u>	<u>157,270</u>	<u>1,371,196</u>
Total liabilities and fund balances	<u>\$ 1,640,735</u>	<u>\$ 308,537</u>	<u>\$ 205,655</u>	
Amounts reported for governmental activities in the Statement of Net Position (page 33) are different because:				
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.				365,193
Net position of the Internal Services Fund are included in the governmental activities in the Statement of Net Position				3,396,846
Employer contributions for pension and OPEB were recorded as expenditures in the governmental funds. However, in the Government-Wide Financial Statement these contributions are deferred.				7,022,382
In the Government-Wide Financial Statements certain differences between actuarial estimates and actual results for pension and OPEB and other differences are recorded as deferred outflows and amortized over a period of time, however in the governmental funds no transactions are recorded.				7,652,661
In the Government-Wide Financial Statements certain differences between actuarial estimates and actual results for pension and OPEB and other differences are recorded as deferred inflows and amortized over a period of time, however in the governmental funds no transactions are recorded.				(4,676,614)
Long-term liabilities are not due and payable from resources available in the current period and therefore are not reported in the governmental funds:				
Net OPEB liability				(11,810,052)
Compensated absences				(2,805,779)
Net pension liability				(49,966,510)
Net position of governmental activities				<u>\$ (49,450,677)</u>

The notes to the financial statements are an integral part of this statement.

**CENTRAL COUNTY FIRE DEPARTMENT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES-  
GOVERNMENTAL FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

	(Major) General Fund	(Major) Capital Projects Fund	(Major) Special Revenue - Joint Training Fund	Total Governmental Funds
REVENUES:				
Intergovernmental:				
Burlingame	\$ 11,892,420	\$ -	\$ -	\$ 11,892,420
Hillsborough	7,928,280	-	-	7,928,280
Millbrae	7,604,472	-	-	7,604,472
Grants	1,157,543	-	-	1,157,543
Service charges	1,399,992	-	213,452	1,613,444
Interest income	427	-	-	427
Total revenues	<u>29,983,134</u>	<u>-</u>	<u>213,452</u>	<u>30,196,586</u>
EXPENDITURES:				
Current:				
Personnel costs	26,920,827	-	-	26,920,827
Materials and services	2,890,150	60,254	208,395	3,158,799
Total expenditures	<u>29,810,977</u>	<u>60,254</u>	<u>208,395</u>	<u>30,079,626</u>
NET CHANGE IN FUND BALANCES	172,157	(60,254)	5,057	116,960
BEGINNING FUND BALANCES	<u>733,232</u>	<u>368,791</u>	<u>152,213</u>	<u>1,254,236</u>
ENDING FUND BALANCES	<u><u>\$ 905,389</u></u>	<u><u>\$ 308,537</u></u>	<u><u>\$ 157,270</u></u>	<u><u>\$ 1,371,196</u></u>

The notes to the financial statements are an integral part of this statement.

**CENTRAL COUNTY FIRE DEPARTMENT  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

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Amounts reported for governmental activities in the Statement of Activities  
(page 34) are different because:

Net Change in Fund Balances - Total Governmental Funds (page 36)	\$ 116,960
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over the estimated useful lives and reported as depreciation expense:	
This is the amount of depreciation in the current period.	(28,947)
This is the amount of current year acquisitions.	51,527
The Total Internal Service Funds - This is the change in Net Position of the total Internal Service Funds. The Self Insurance Fund is used to accumulate funds to service the workers' compensation and dental and vision insurance program. The Vehicle Replacement Fund is used to accumulate funds to purchase vehicles for the Department.	1,305,966
Current year employer pension contributions are recorded as expenditures in the governmental funds, however these amounts are reported as a deferred outflow of resources in the Government-Wide Statement of Net Position.	5,676,437
Pension expense is recorded as incurred in the Government-Wide Statement of Activities, however pension expense is not recognized in the governmental funds.	(8,888,614)
Current year employer OPEB contributions are recorded as expenditures in the governmental funds, however these amounts are reported as a deferred outflow of resources in the Government-Wide Statement of Net Position.	1,345,945
OPEB expense is recorded as incurred in the Government-Wide Statement of Activities, however OPEB expense is not recognized in the governmental funds.	(1,135,981)
Expenses reported on accrual basis are recognized when incurred, regardless of when paid:	
Accrued compensated absences	(335,010)
Change in net position of governmental activities (page 34)	<u>\$ (1,891,717)</u>

The notes to the financial statements are an integral part of this statement.

**CENTRAL COUNTY FIRE DEPARTMENT  
STATEMENT OF NET POSITION  
PROPRIETARY FUNDS  
JUNE 30, 2021**

	<b>Total Internal Service Funds</b>
<b>ASSETS</b>	
Current:	
Cash and investments	\$ 6,076,596
Accounts receivable	135,465
Interest receivable	1,640
Noncurrent:	
Capital assets	
net of depreciation	3,945,937
Total assets	<u>10,159,638</u>
<b>LIABILITIES</b>	
Current:	
Accounts payable	2,792
Workers' compensation claims	<u>1,100,000</u>
Total Current Liabilities	1,102,792
Noncurrent:	
Workers' compensation claims	<u>5,660,000</u>
Total liabilities	<u>6,762,792</u>
<b>NET POSITION</b>	
Net investment in capital assets	3,945,937
Unrestricted	(549,091)
Total net position	<u>\$ 3,396,846</u>

The notes to the financial statements are an integral part of this statement.

**CENTRAL COUNTY FIRE DEPARTMENT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION**  
**PROPRIETARY FUNDS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

	<b>Total Internal Service Funds</b>
REVENUES:	
Workers' compensation premiums	\$ 1,952,420
Charges for services	950,000
Strike team reimbursements	275,550
Total operating revenues	<u>3,177,970</u>
OPERATING EXPENSES:	
Workers' compensation claims	1,202,606
Materials and services	310,931
Depreciation	342,845
Total operating expenses	<u>1,856,382</u>
Operating income (loss)	<u>1,321,588</u>
NONOPERATING REVENUES (EXPENSES):	
Interest income	10,352
Loss on sale of capital assets	<u>(25,974)</u>
Total nonoperating revenues (expenses)	<u>(15,622)</u>
Change in net position	1,305,966
NET POSITION - BEGINNING	<u>2,090,880</u>
NET POSITION - ENDING (DEFICIT)	<u><u>\$ 3,396,846</u></u>

The notes to the financial statements are an integral part of this statement.

**CENTRAL COUNTY FIRE DEPARTMENT  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

	<b>Total Internal Service Funds</b>
CASH FLOWS FROM OPERATING ACTIVITIES:	
Receipts for services provided	\$ 3,042,505
Payment to employees	(618,606)
Payment to vendors	(457,403)
Net cash provided (used) by operating activities	<u>1,966,496</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:	
Acquisition and construction of capital assets	(1,288,968)
Proceeds from sale of capital assets	16,600
Net cash used in capital financing activities	<u>(1,272,368)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Interest income	<u>8,712</u>
Net increase (decrease) in cash and cash equivalents	702,840
Cash and cash equivalents - beginning	5,373,756
Cash and cash equivalents - ending	<u><u>\$ 6,076,596</u></u>
Reconciliation of operating income to net cash provided (used) by operating activities:	
Operating income (loss)	\$ 1,321,588
Depreciation expense	342,845
Decrease (increase) in accounts receivable	(135,465)
Increase (decrease) in accrued workers' compensation claims	584,000
Increase (decrease) in accounts payable	(146,472)
Net cash and cash equivalents provided (used) by operating activities	<u><u>\$ 1,966,496</u></u>

The notes to the financial statements are an integral part of this statement.

**CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

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**CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

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**NOTE 1 - ORGANIZATION**

Central County Fire Department (Department) was established on April 20, 2004 through a Joint Powers Agreement (JPA) between the City of Burlingame, and the Town of Hillsborough (members) with essential support services provided by the two members. This partnership and the JPA structure were designed to promote for efficient administration and effective delivery of services to the two members. Significant cost savings were achieved since the initial merger especially in personnel costs. At the time of the initial merger, a cost sharing plan was developed to allow each member to pay its share of the combined operating expenses of the Department. The initial merger included stipulations whereby the Department's personnel remained employees of the individual members including the Chief Administrative Officer and the Fire Chief who shall be employees of either member. Responsibility for certain major costs such as retirement, replacement of vehicles and facilities, and costs related to other post-employment benefits (OPEB) other than pension costs, remained with the individual members. Consequently, ownership of major capital assets including fire stations and vehicles and equipment remained with the individual members.

Effective fiscal year 2010/11, the merged fire operations moved onto a full merger transferring all active employees and operations to an independent single entity with the exception of the Chief Administrative Officer. However, unfunded retirement costs relating to prior service and OPEB costs for employees that retired prior to fiscal year 2010/11 will continue to be the responsibility of and borne by the individual members. Likewise, capital assets acquired before 2010/11 will remain assets of the individual members which will be responsible for related costs.

On December 29, 2014, CCFD entered into a contract for fire services with the City of Millbrae that includes suppression, fire prevention, and administrative oversight and support. With this contract came the addition of 19 fire personnel to the CCFD ranks.

The Department's operating costs net of program revenues are allocated thirty (30%) to the City of Millbrae, with the remainder seventy (70%) shared by the member agencies, sixty (60%) to the City of Burlingame and forty percent (40%) to the Town of Hillsborough.

The Department is governed by a Board of Directors (Board) consisting of two representatives from each member in the JPA, whereas those on the Board represent the JPA members in determining the level of fire, emergency medical and disaster preparedness services to be provided by the Department. All major decisions by the Board require ratification by the respective City Councils.

The Board appoints the City Manager of one of the members to serve as Chief Administrative Officer (CAO) for an alternating two-year term. The Chief Administrative Officer appoints the Fire Chief who conducts the day-to-day operations of the Department. The CAO also appoints an employee to act as Secretary and an employee of one of the member agencies to act as Treasurer of the Department. The Treasurer acts as Controller for the Department and performs all functions such as disbursement of revenues, payment of outstanding obligations and other accounting responsibilities.

**CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

---

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

The Central County Fire Department is a legally separate and independent entity that is not a component unit of the City of Burlingame, the Town of Hillsborough or the City of Millbrae. Further, the Department has no component unit organizations under its control. Therefore, this annual comprehensive financial report and the financial statements contained within represent solely the activities, transactions and status of the Central County Fire Department.

**B. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the activities of the Central County Fire Department. The effect of interfund activity (except for interfund services provided and used) has been removed from these statements. All activities are categorized *governmental activities* as they are attributable to services for structural and wild land fire suppression, response to hazardous materials incidents, search and rescue, vehicle extrication and other emergency services supported largely by contributions from the three agencies' general fund revenues.

The Statement of Activities demonstrates the degree to which the expenses are offset by program revenues which include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided and 2) contributions that are restricted to meeting the operational or capital requirements of a particular segment. Other items not properly included among program revenues are reported as *general revenues*.

Separate financial statements are provided for governmental and proprietary funds. The internal service self-insurance and vehicle replacement funds are included in the combining statements to the financial statements. The General Fund, Capital Fund, and Joint Training Fund are major individual governmental funds and are reported in separate columns.

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting* as are the internal service self-insurance and vehicle replacement funds. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Contributions from the three agencies are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Department considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences are recorded only when payment is due.

CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021

---

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation, Continued

The Department reports the following major governmental funds:

The *General Fund* is the Department's major and primary operating fund. It accounts for all financial resources of the Department, except those required to be accounted for in another fund.

The *Joint Training Fund* is used to account for the operations of a joint operational and EMS training services and administration program among the fire agencies of San Bruno, San Mateo Consolidated Fire Department, and Central County Fire Department.

The *Capital Projects Fund* is used to account for the acquisition and construction of capital assets other than those that remain with the member agencies.

The Department reports the following Proprietary funds:

The Department reports two *Internal Service Funds* with one used to account for the servicing of the self-insurance that includes workers' compensation programs and one used to account for funding and purchasing of vehicles, equipment and engines.

An Internal Service Fund distinguishes *operating* revenues and expenses from *nonoperating* items. Operating revenues represent premiums paid for the programs and contributions toward programs; operating expenses include claims paid and administrative expenses of the programs, and vehicle and equipment purchases. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The Department follows Governmental Accounting Standards Board (GASB) in accounting the activities of the Internal Service Funds. The effect of interfund activity (excluding interfund services provided and used) has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues.

When both restricted and unrestricted resources are available for use, it is the Department's policy to use restricted resources first.

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

**CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

---

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

**D. Assets, Liabilities, and Net Position or Equity**

**1. Cash, Cash Equivalents, and Investments**

The department pools cash resources from all funds in order to facilitate the management of cash. The balance in the pooled cash account is available to meet operating requirements. Cash in excess of current requirements is invested in an investment pool managed by the State of California entitled Local Agency Investment Fund (LAIF), which has invested a portion of the pooled funds in Structured notes and Asset-Backed Securities. LAIF's investments are subject to credit risk with the full faith and credit of the State of California collateralizing these investments. In addition, these Structured Notes and Asset-Backed Securities are subject to market risk as to the change in interest rates.

In accordance with GASB Statement No 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*, highly liquid market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value. The Department categorizes the fair value of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Department had no investments measured using Level 3 inputs.

Cash equivalents are considered amounts in demand deposits and short-term investments with a maturity date within three months of the date acquired by the Department and are presented as "Cash and investments" in the accompanying Basic Financial Statements.

For purpose of the statement of cash flows, the Department considers all pooled cash and investments held by the Department as cash and cash equivalents, because the pool is used essentially as a demand deposit account from the standpoint of the funds.

The City of Burlingame, the Town of Hillsborough and the City of Millbrae advance 1/12 of their respective budgeted contributions to the Department every month.

**2. Interfund Transactions**

Activity between funds that are representative of lending/borrowing arrangements, outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable financial resources. Interfund transfers are generally recorded as transfers except for charges for services including workers' compensation insurance, and vehicle fund contributions, which are recorded as revenues of the internal service fund and expenditures in the general fund.

**CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

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**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

**D. Assets, Liabilities, and Net Position or Equity, Continued**

**3. Capital assets**

Capital assets which include machinery and equipment are reported in the government-wide financial statements. Capital assets are defined by the Department as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. As stipulated in the JPA, capital assets including fire stations, fire engines and other vehicles acquired prior to FY10/11 remain the assets of the individual member agencies.

Machinery and equipment are depreciated using the straight line method over an estimated useful life of 3 to 15 years.

**4. Compensated Absences**

The Department permits employees to accumulate earned but unused vacation up to a certain amount depending on bargaining units. Sick leave credit is vested in varying amounts depending on bargaining units and groups. Both are accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

**5. Self-Insurance**

The Department is self-insured for workers' compensation and dental and vision claims. The Internal Service Fund is used to account for the activities of these programs. It is the Department's policy to provide in each fiscal year, through premiums charged to the general fund, amounts sufficient for self-insurance program expenses and reserves associated with claims, that are actuarially determined based on loss experience. The amount recorded as liability for known claims, if any, is based on the recommendations of the administrator. The accrued liability for incurred but not reported claims (IBNRs) recommended in an actuarial study has been recorded.

**6. Other Postemployment Benefits (OPEB)**

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Department's plan (OPEB Plan) and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2019
Measurement Date	June 30, 2020
Measurement Period	July 1, 2019 to June 30, 2020

**CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

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**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

**D. Assets, Liabilities, and Net Position or Equity, Continued**

7. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Department's California Public Employees' Retirement System (CalPERS) plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. 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.

**E. New Accounting Pronouncements**

In 2021, the Department adopted new accounting standards to conform to the following Governmental Accounting Standards Board Statements:

GASB Statement No. 84, *Fiduciary Activities* – The objective of this statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The statement establishes criteria for identifying fiduciary activities of all state and local government. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. There was no impact on net position as a result of implementation of this statement.

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period* – The objective this statement is to (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. This statement establishes accounting requirements for interest costs incurred before the end of a construction period. This Statement requires that interest cost incurred before the end of a construction period be recognized as expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. There was no impact on net position as a result of implementation of this statement.

GASB Statement No. 90, *Majority Equity Interest* – The objective of this statement is to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if the government's holding of the equity meets the definition of an investment.

CENTRAL COUNTY FIRE DEPARTMENT  
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NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *Continued*

E. New Accounting Pronouncements, Continued

GASB Statement No. 90, Majority Equity Interest (Continued) – A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. There was no impact on net position as a result of implementation of this statement.

GASB Statement No. 91, Conduit Debt Obligations – The objective of this statement is 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. There was no impact on net position as a result of implementation of this statement.

GASB Statement No. 93, Replacement of Interbank Offered Rates – The objective of this statement is to address the accounting and financial reporting implications that result from the elimination of the London Interbank Offered Rate (LIBOR) that is notably used in most agreements in which variable payments made or received depend on an interbank offered rate (IBOR). As a result of global reference rate reform, LIBOR is expected to cease to exist in its current form at the end of 2021, prompting governments to amend or replace financial instruments for the purpose of replacing LIBOR with other reference rates, by either changing the reference rate or adding or changing fallback provisions related to the reference rate. There was no impact on net position as a result of implementation of this statement.

GASB Statement No. 94, Public-Private and Public-Public Partnerships and Availability Payment – The 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 in an exchange or exchange-like transaction. There was no impact on net position as a result of implementation of this statement.

GASB Statement No. 96, Subscription-Based Information Technology Arrangements – The objective of this statement is to provide 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. There was no impact on net position as a result of implementation of this statement.

**CENTRAL COUNTY FIRE DEPARTMENT  
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**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

**E. New Accounting Pronouncements, Continued**

GASB Statement No. 97, Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32 – The objectives of this statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans that meet the definition of a pension plan and for benefits provided through those plans. There was no impact on net position as a result of implementation of this statement.

GASB Statement No. 98, The Annual Comprehensive Financial Report – The objective of this statement is to address references in authoritative literature to the term *comprehensive annual financial report*. There was no impact on net position as a result of implementation of this statement.

**NOTE 3 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**A. Budgetary Information**

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the governmental funds except the capital projects fund which adopt project-length budgets. All annual appropriations lapse at fiscal year-end.

The Fire Chief may make transfers of appropriations that do not exceed the fund's budget. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is the fund level. The Chief Administrative Officer or his/her designee may make administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances. Any revisions that alter the total expenditures of any fund must be approved by the Board.

**NOTE 4 – CASH AND INVESTMENTS**

The Department maintains a cash and investment pool which includes cash and investment balances of all funds. The pooled interest earned is allocated to the funds based on cash balances in these funds at the end of each accounting period.



**CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
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**NOTE 4 - CASH AND INVESTMENTS, Continued**

The Department has the following cash and investments at June 30, 2021:

Cash on hand	\$ 200
Deposits with financial institutions	5,041,852
Local Agency Investment Fund	<u>2,008,713</u>
Total cash and investments	<u>\$ 7,050,765</u>

**A. Deposits**

The carrying amounts of the Department's cash deposits were \$5,041,852. Bank balances before reconciling items were \$4,766,280 the total amount of which was collateralized or insured with securities held by the pledging financial institutions in the Department's name as discussed below.

The California Government Code requires California banks and savings and loan associations to secure the Department's cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral for cash deposits is considered to be held in the Department's name.

The market value of the pledged securities must equal at least 110% of the Department's cash deposits. California law also allows institutions to secure special districts deposits by pledging first trust deed mortgage notes having a value of 150% of the Department's total cash deposits. The Department may waive collateral requirements for cash deposits which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation. The Department, however, has not waived the collateralization requirements.

**B. Investments**

Under the provisions of the Department's investment policy, the only authorized investment is the Local Agency Investment Fund (LAIF).

LAIF is regulated by Code Section 16429 under the oversight of the Treasurer of the State of California. The Department's investments with LAIF at June 30, 2021, include a portion of the pool funds invested in Structured Notes and Asset-Backed Securities. These investments include the following:

Structured Notes - are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or have embedded forwards or options.

Asset-Backed Securities - the bulk of which are mortgage-backed securities, entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgage (such as Collateralized Mortgage Obligations) or credit card receivables.

As of June 30, 2021, the Department had \$2,008,713 invested in LAIF, which had invested 2.31% of the pool investments in Structured Notes and Asset-Backed Securities as compared to 3.37% in the previous year. The LAIF fair value factor of 1.00008297 was used to calculate the fair value of the investments in LAIF.

**CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
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**NOTE 4 - CASH AND INVESTMENTS, Continued**

**C. Risk Disclosures**

*Interest Risk:* Interest risk is the market value fluctuation due to overall changes in the interest rates. It is mitigated by limited by managing the average maturity of the Department's portfolio to liquid investment types. The Department's investment in LAIF is considered to be currently available and is considered to have a maturity of less than one year.

*Credit Risk:* Credit risk is the risk that a security or a portfolio will lose some or all its value due to a real or perceived change in the ability of an issuer to repay its debt. The Department mitigates credit risk through limiting its portfolio to LAIF, that is secured by the State of California by collateralization. The Department's investment in LAIF is currently not rated.

**D. Investment Valuation**

Investments are measured at fair value on a recurring basis. *Recurring* fair value measurements, are those that Governmental Accounting Standards Board (GASB) Statements require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an assets fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Department's investment in LAIF is exempt from levelling disclosure.

**NOTE 5 - CAPITAL ASSETS**

Major capital assets including fire stations, and older engines and vehicles remain the assets of the member agencies and hence are not reflected in the Department's capital assets. Starting in fiscal year 2015-16, the JPA funds the replacement of vehicles, engines, and equipment. Capital asset activity for the year ended June 30, 2021 was as follows:

	Governmental Activities			Ending Balance
	Beginning Balance	Increases	Decreases	
Capital assets being depreciated:				
Buildings	\$ 150,319	\$ 51,527	\$ -	\$ 201,846
Machinery and equipment	4,472,023	1,288,968	(77,861)	5,683,130
Total depreciable assets	4,622,342	1,340,495	(77,861)	5,884,976
Less accumulated depreciation for:				
Buildings	(16,624)	(10,093)	-	(26,717)
Machinery and equipment	(1,220,716)	(361,699)	35,286	(1,547,129)
Total accumulated depreciation	(1,237,340)	(371,792)	35,286	(1,573,846)
Governmental activities capital assets, net	\$ 3,385,002	\$ 968,703	\$ (42,575)	\$ 4,311,130

It is the Department's policy to recognize a full year's depreciation for assets acquired within the year.

**CENTRAL COUNTY FIRE DEPARTMENT**  
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**NOTE 6 - OPERATING ASSISTANCE**

The City of Burlingame, the Town of Hillsborough and the City of Millbrae provide the major sources of funding to the Central County Fire Department. The apportionment was \$11,892,420, \$7,928,280, and \$7,604,472 in FY 20/21, respectively, after applying anticipated program revenues to the operating and administrative budgets.

**NOTE 7 - LONG-TERM DEBT**

Compensated Absences - Compensated absences due within one year represent an estimate of the net compensated absences that will be utilized within the next year. All compensated absences for governmental activities are paid out of the General Fund.

Other Post-Employment Benefits (OPEB) - Refer to Note 10 for details of the OPEB obligation.

Net Pension Liability - Refer to Note 11 for details of the Net Pension Liability.

Long-term liability activity other than OPEB and Net Pension Liability for the year ended June 30, 2021, was as follows:

Description	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Governmental Activities:					
Compensated Absences	\$ 2,470,769	\$ 1,420,334	\$ (1,085,324)	\$ 2,805,779	\$ 258,000

**NOTE 8 - RISK MANAGEMENT**

The Department is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Department has established a limited risk management program of these types of risks.

The Department has insurance coverage through Fire Agencies Insurance Risk Authority (FAIRA), a joint powers authority. FAIRA provides liability coverage, claims management, risk management services, and legal defense to its participating members. FAIRA is governed by a board of directors of thirteen of the member agencies. Premiums are paid to FAIRA and are subject to adjustment based on the results of the actuarial studies and approval by the board of directors. FAIRA coverage includes general, management, automobile, crime, portable equipment, and umbrella liabilities. General liability coverage is up to \$10 million with no deductible. There is no deductible for general, automobile and garage liabilities. Deductibles for the remaining liabilities do not exceed \$5,000.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards. Accordingly claims are reevaluated periodically to consider these factors, estimate recoveries from salvage or subrogation, and other economic and social factors.

**CENTRAL COUNTY FIRE DEPARTMENT  
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**NOTE 8 - RISK MANAGEMENT, Continued**

The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims. The amount recorded as liability for known claims, if any, is based on the recommendation of the administrator. No accrued liability for incurred but not reported claims (IBNRs) has been recorded as amounts for such claims cannot be reasonably estimated. The Department's exposure for claims filed under this program is minimal.

The Department is self-insured for workers' compensation. The program is administered by a third-party administrator (TPA), Athens Administrators. The TPA sets reserve levels for reported claims. Reserve levels for IBNRs are based on an actuarial study by a third independent party. Excess workers' compensation insurance has been purchased by the Department for losses exceeding \$250,000 up to \$50 million.

There was no significant change in insurance coverage from that of the prior year, nor have there been any insurance related settlements that exceeded insurance coverage during the past three fiscal years.

The table below shows activities relating to workers' claims liabilities compensation for the past three years:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
2018-2019	\$ 3,968,389	\$ 1,952,568	\$ (1,373,025)	\$ 4,547,932	\$ 1,000,000
2019-2020	4,547,932	3,241,022	(1,612,954)	6,176,000	1,200,000
2020-2021	6,176,000	1,202,606	(618,606)	6,760,000	1,100,000

**NOTE 9 - FUND BALANCES**

In fund financial statements, fund balances are categorized as follows:

*Nonspendable Fund Balances* - Items that cannot be spent because they are either (a) not in spendable form, such as prepaid items and inventories, or (b) items that are legally or contractually required to be maintained intact, such as principal of an endowment or revolving loan funds.

*Restricted Fund Balances* - Restricted fund balances encompass the portion of fund balance subject to externally enforceable legal restrictions. This includes externally imposed restrictions by laws or regulations of other governments, as well as restrictions imposed by law through constitutional provisions or enabling legislation.

*Committed Fund Balances* - Committed fund balances encompass the portion of fund balance, the use of which is constrained by limitations that the government imposes upon itself at its highest level of decision making, normally the governing body and that remain binding unless removed in the same manner. The Fire Board is considered the highest authority for the Department. A Board resolution is required to have fund balance committed.

**CENTRAL COUNTY FIRE DEPARTMENT  
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**NOTE 9 – FUND BALANCES, Continued**

*Assigned Fund Balances* - Assigned fund balances encompass the portion of fund balance reflecting the government's intended use of resources. Assignment of resources can be done by the highest level of decision making. The Fire Board is considered the highest authority for the Department. Assignments of fund balance are made by the Board through approval of transfers during the annual budget process or during the year by resolution.

*Unassigned Fund Balances* - This amount is for any portion of the fund balances that do not fall into one of the above categories. The general fund is the only fund that reports a positive unassigned fund balance amount. In other funds, it is not appropriate to report a positive unassigned fund balance amount. However, in funds other than general fund, if expenditures incurred for specific purposes exceed the amount that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance in that fund.

Fund balances for all the governmental funds as of June 30, 2021 were as follows:

Designation	General Fund	Capital Projects Fund	Joint Training Fund
Restricted to joint training program	\$ -	\$ -	\$ 157,270
Assigned to certain capital projects	-	308,537	-
Unassigned	905,389	-	-

**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS**

**A. Plan Description**

The Central County Fire Department Retiree Healthcare Plan (Plan) is an agent-multiple employer defined benefit healthcare plan administered by the Department. CalPERS invests the plan's assets as part of the California Employer's Retiree Benefit Trust (CERBT). The plan provides healthcare benefits to eligible retirees and their dependents. Benefit provisions are established and may be amended through agreements and memorandums of understanding between the Department, its management employees and unions representing its employees. The Plan does not issue a financial report.

The Department provides eligible retirees medical benefits through the California Public Employees' Retirement system healthcare program (PEMHCA). It pays retiree healthcare benefits up to a cap for eligible retirees, dependent on bargaining unit and hire date.

**B. Employees Covered**

As of the June 30, 2020 measurement date, the following current and former employees were covered by the benefit terms under the OPEB Plan:

Active employees	88
Inactive employees or beneficiaries currently receiving benefits	37
Inactive employees entitled to, but not yet receiving benefits	2
Total	<u>127</u>

**CENTRAL COUNTY FIRE DEPARTMENT  
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**NOTE 10 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS, Continued**

**C. Contributions**

The OPEB Plan and its contribution requirements are established by and may be amended by the Department. The annual contribution is based on the actuarially determined contribution. For the fiscal year ended June 30, 2021, the Department's cash contributions were \$718,603 in pay-as-you-go premiums, payment to the trust of \$457,397, administrative expenses of \$1,945, and an implied subsidy of \$168,000, resulting in total payments of \$1,345,945.

**D. Net OPEB Liability**

The Department's net OPEB liability was measured as of June 30, 2020, and the total OPEB liability for the Plan used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2019 rolled forward to June 30, 2020 using standard update procedures. The total OPEB liability was measured based on the following actuarial methods and assumptions:

Actuarial Assumption	June 30, 2020 Measurement Date
■ Actuarial Valuation Date	■ June 30, 2019
■ Contribution Policy	■ Department contributes full ADC
■ Discount Rate	■ 6.75% at June 30, 2020
	■ 6.75% at June 30, 2019
	■ Expected Department contributions projected to keep sufficient plan assets to pay all benefits from trust.
■ General Inflation	■ 2.75% per annum
■ Mortality, Retirement, Disability, Termination	■ CalPERS 1997-15 Experience Study
■ Mortality Improvement	■ Post-retirement mortality projected fully generational with Scale MP-2019
■ Salary Increases	■ Aggregate - 3% annually
	■ Merit - 1997-15 CalPERS Experience Study
■ Medical Trend	■ Non-Medicare - 7.5% for 2021, decreasing to an ultimate rate of 4.0% in 2076
	■ Medicare - 6.5% for 2021, decreasing to an ultimate rate of 4.0% in 2076
■ ACA Excise Tax	■ 2% increase cash cost on Tier 1
■ Healthcare Participation	■ Tier 1: 100%
	■ Tier 2: 80%
■ Healthcare Participation for Future Retirees	■ Future Miscellaneous retirees: Pre 65: Anthem Traditional 15%, Blue Shield 10%, Kaiser 50%, PERSChoice 20%, PERSCare 5% Post 65: Anthem Traditional 15%, Kaiser 50%, PERSChoice 25%, PERSCare 10% ■ Future Safety retirees: Pre 65: Blue Shield 10%, Kaiser 25%, PERSChoice 10%, PERSCare 5%, PORAC 50% Post 65: Kaiser 40%, PERSChoice 10%, PERSCare 10%, PORAC 40% ■ Retirees Pre-65: Same as current election Post 65: Post 65 assumptions for actives

**CENTRAL COUNTY FIRE DEPARTMENT  
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**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS, Continued**

**D. Net OPEB Liability, 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:

<i>Investment Class</i>	<i>Target Allocation</i>	<i>Long-Term Expected Real Rate of Return</i>
<i>Global Equity</i>	59%	4.82%
<i>Fixed Income</i>	25%	1.47%
<i>Treasury Inflation-Protected Securities (TIPS)</i>	5%	1.29%
<i>Commodities</i>	3%	0.84%
<i>Real Estate Investment Trusts</i>	8%	3.76%
<b><i>TOTAL</i></b>	<b>100.00%</b>	

Changes of assumptions: For measurement date June 30, 2020, the Affordable Care Act Excise tax of 2% cash load was removed.

**E. Discount Rate**

The discount rate used to measure the total OPEB liability was 6.75 percent. The projection of cash flows used to determine the discount rate assumed that Department contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

**CENTRAL COUNTY FIRE DEPARTMENT  
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**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS, Continued**

**F. Changes in the OPEB Liability**

The changes in the net OPEB liability for the OPEB Plan are as follows:

	<b>Total OPEB Liability</b>	<b>Fiduciary Net Position</b>	<b>Net OPEB Liability</b>
■ Balance at 6/30/20 (6/30/19 measurement date)	\$ 19,972,000	\$ 7,868,000	\$ 12,104,000
■ Changes for the year			
• Service Cost	492,434	-	492,434
• Interest	1,354,855	-	1,354,855
• Benefit changes	-	-	-
• Actual vs. expected experience	-	-	-
• Assumption changes	(333,528)	-	(333,528)
• Contributions - employer*	-	1,529,000	(1,529,000)
• Contributions - employee	-	-	-
• Net investment income	-	284,555	(284,555)
• Benefit payments	(785,000)	(785,000)	-
• Administrative expenses	-	(5,846)	5,846
■ Net Changes	728,761	1,022,709	(293,948)
■ Balance at 6/30/21 (6/30/20 measurement date)	\$ 20,700,761	\$ 8,890,709	\$ 11,810,052

**G. Sensitivity of the Net OPEB Liability to Changes in the Discount Rate**

The following presents the net OPEB liability of the Department if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2020:

	<b>Discount Rate</b>		
	<b>1% Decrease (5.75%)</b>	<b>Current Rate (6.75%)</b>	<b>1% Increase (7.75%)</b>
■ Net OPEB Liability	\$ 14,449,553	\$ 11,810,052	\$ 9,626,017

**H. Sensitivity of the Net OPEB Liability to Changes in the Health Care Cost Trend Rates**

The following presents the net OPEB liability of the Department if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2020:

	<b>Healthcare Trend Rate</b>		
	<b>1% Decrease</b>	<b>Current Trend</b>	<b>1% Increase</b>
■ Net OPEB Liability	\$ 9,223,879	\$ 11,810,052	\$ 14,983,148



**CENTRAL COUNTY FIRE DEPARTMENT  
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**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS, Continued**

**I. Recognition of Deferred Outflows and Deferred Inflows of Resources**

Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time. Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense. The recognition period differs depending on the source of the gain or loss:

Net difference between projected and actual earnings on OPEB plan investments	5 years
All other amounts	Expected average remaining service lifetime (EARSL) (varies based on measurement period)

**J. OPEB Expense and Deferred Outflows/(Inflows) of Resources Related to OPEB**

For the fiscal year ended June 30, 2021, the Department recognized OPEB expense of \$1,135,981. For the fiscal year ended June 30, 2021, the Department reported deferred outflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 1,700,000
Changes in assumptions	551,000	296,053
Net difference between projected and actual earnings on plan investments	168,124	-
Employer contributions made subsequent to the measurement date	1,345,945	-
Total	\$ 2,065,069	\$ 1,996,053

**CENTRAL COUNTY FIRE DEPARTMENT  
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**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS, Continued**

**J. OPEB Expense and Deferred Outflows/(Inflows) of Resources Related to OPEB, Continued**

The \$1,345,945 reported as deferred outflows of resources related to contributions subsequent to the June 30, 2020 measurement date will be recognized as a reduction of the net OPEB liability during the fiscal year ending June 30, 2022. Other amounts reported as deferred outflows of resources related to OPEB will be recognized as expense as follows:

<b>FYE June 30</b>	<b>Deferred Outflows/(Inflows) of Resources</b>
2022	\$ (184,194)
2023	(162,194)
2024	(148,194)
2025	(155,194)
2026	(204,475)
Thereafter	(422,678)

**NOTE 11 – EMPLOYEE RETIREMENT PLAN**

**A. Plan Description**

All qualified permanent and probationary employees are eligible to participate in the Department's, cost-sharing multiple employer defined benefit pension plan (plan) administered by the California Public Employees' Retirement System (CalPERS). The Plan consists of individual rate plans (benefit tiers) within a safety risk pool (police and fire) and miscellaneous risk pool (all other). The Department sponsors four rate plans (two miscellaneous and two safety). Benefit provisions under the Plan are established by State statute and the Department's resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

**B. Benefits Provided**

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

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**NOTE 11 – EMPLOYEE RETIREMENT PLAN, Continued**

**B. Benefits Provided, Continued**

The Plan's provisions and benefits in effect at June 30, 2021, are summarized as follows:

	<u>Safety-Classic</u>	<u>Miscellaneous-Classic</u>
Hire date	Prior to January 1, 2013	Prior to January 1, 2013
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50	50
Monthly benefits , as a % of eligible compensation	2.4% to 3%	2% to 2.7%
Required employee contribution rates	9.00%	8.00%
Required employer contribution rates	23.56%	13.15%
Required employer dollar UAL payment(Annual)	\$3,095,396	\$30,166
	<u>Safety-PEPRA</u>	<u>Miscellaneous-PEPRA</u>
Hire date	On or after January 1, 2013	On or after January 1, 2013
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50	50
Monthly benefits , as a % of eligible compensation	2 to 2.7%	1% to 2.5%
Required employee contribution rates	13.75%	7.25%
Required employer contribution rates	13.88%	7.87%
Required employer dollar UAL payment (Annual)	\$16,937	\$5,623

**C. Contributions**

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

For the year ended June 30, 2021, the Department's contributions to the Plan for the measurement period ended June 30, 2020 were \$4,975,245.

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

As of June 30, 2021, the Department reported net pension liability for its proportionate share of the net pension liability of the Plan of \$49,966,510.

**CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 11 – EMPLOYEE RETIREMENT PLAN, Continued**

**D. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions, Continued**

The Department's net pension liability for the Plan is measured as the proportionate share of the net pension liability of the CalPERS pooled plans. The net pension liability of the Plan is measured as of June 30, 2020, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2019 rolled forward to June 30, 2020 using standard update procedures. The Department's proportion of the net pension liability was based on the Department's plan liability and asset-related information where available, and proportional allocations of individual plan amounts as of the valuation date where not available.

The Department's proportionate share of the net pension liability for the Plan as of the June 30, 2019 and 2020 measurement dates were as follows:

Proportion - June 30, 2019	0.44140%
Proportion - June 30, 2020	<u>0.45923%</u>
Change - Increase (Decrease)	0.01783%

For the year ended June 30, 2021, the Department recognized pension expense of \$8,888,614. At June 30, 2021, the Department 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	\$ 5,676,437	\$ -
Changes in assumptions	-	168,317
Changes in employer's proportion	1,981,819	-
Differences between the employer's contributions and the employer's proportionate share of contributions	-	2,512,244
Difference between expected and actual experience	3,861,797	-
Net differences between projected and actual earnings on plan investments	<u>1,089,921</u>	<u>-</u>
Total	<u>\$ 12,609,974</u>	<u>\$ 2,680,561</u>

\$5,676,437 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2022.

**CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 11 – EMPLOYEE RETIREMENT PLAN, Continued**

**D. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions, Continued**

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<b>Year Ended June 30</b>	
2022	\$ 1,004,079
2023	1,562,739
2024	1,140,360
2025	545,798

**E. Actuarial Assumptions**

The total pension liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions:

Actuarial Cost Method	Entry-Age Normal in accordance with the requirements of GASB 68
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Projected Salary Increase	Varies by entry age and service
Mortality Rate Table	Derived by CalPERS membership data for all funds
Post Retirement Benefit Increase	Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2019 valuation was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

**F. Discount Rate**

The discount rate used to measure the total pension liability was 7.15% for the Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the Plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

**CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

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**NOTE 11 – EMPLOYEE RETIREMENT PLAN, Continued**

**F. Discount Rate, Continued**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Years 1 - 10 <sup>(a)</sup>	Real Return Years 11+ <sup>(b)</sup>
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%
Inflation Assets	-	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Assets	13.0%	3.75%	4.93%
Liquidity	1.0%	-	-0.92%
Total	100%		

(a) An expected inflation of 2.00% used for this period.

(b) An expected inflation of 2.92% used for this period.

**CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

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**NOTE 11 – EMPLOYEE RETIREMENT PLAN, Continued**

**G. Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the Department's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the Department's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

1 % Decrease	6.15 %
Net Pension Liability	\$ 75,184,243
Current Discount Rate	7.15 %
Net Pension Liability	\$ 49,966,510
1 % Increase	8.15 %
Net Pension Liability	\$ 29,270,813

**H. Pension Plan Fiduciary Net Position**

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

**I. Payable to the Pension Plan**

At June 30, 2021, the Department reported a payable of \$0 for the outstanding amount of contributions to the pension plan required for the year ended June 30, 2021.

**NOTE 12 – EXCESS EXPENDITURES OVER APPROPRIATIONS**

The General Fund had excess expenditures over appropriations of \$519,774 mainly due unanticipated overtime due to staffing coverage for vacancies, training and strike team backfill.

The Joint Training Special Revenue Fund had excess expenditures over appropriations of \$47,395 for additional Academy programs, which is offset with additional Academy revenue.

## REQUIRED SUPPLEMENTARY INFORMATION



CENTRAL COUNTY FIRE DEPARTMENT  
REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2021

1. DEFINED BENEFIT PENSION PLAN

SCHEDULE OF THE DEPARTMENT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY -  
LAST 10 Years\*

	2021	2020	2019	2018	2017	2016	2015
Measurement date	6/30/2020	6/30/2019	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014
Proportionate share of the net pension liability	\$ 49,966,510	\$ 45,230,293	\$ 41,454,645	\$ 40,922,503	\$ 35,390,244	\$ 26,117,750	\$ 25,683,151
Proportion of the net pension liability	0.46%	0.44%	0.43%	0.41%	0.41%	0.38%	0.42%
Covered payroll	\$ 12,468,586	\$ 12,089,224	\$ 11,921,316	\$ 11,654,613	\$ 10,455,688	\$ 8,769,835	\$ 8,122,978
Proportionate share of the net pension liability as percentage of covered payroll	400.74%	374.14%	347.74%	351.13%	338.48%	297.81%	316.18%
Plan fiduciary net position as a percentage of the total pension liability	75.10%	75.26%	75.26%	73.31%	74.06%	78.40%	79.82%

Notes to Schedule

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

The CalPERS discount rate was increased from 7.5% to 7.65% in fiscal year 2016, and then decreased from 7.65% to 7.15% in fiscal year 2018.

The CalPERS mortality assumptions were adjusted in fiscal year 2019.

SCHEDULE OF CONTRIBUTIONS - LAST 10 YEARS\*

	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$ 5,676,437	\$ 4,975,245	\$ 4,356,126	\$ 3,820,501	\$ 3,436,496	\$ 2,537,375	\$ 2,151,120
Contribution in relation to the actuarially determined contributions	(5,676,437)	(4,975,245)	(4,356,126)	(3,820,501)	(3,436,496)	(2,537,375)	(2,151,120)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$12,893,421	\$12,468,586	\$12,089,224	\$11,921,316	\$11,654,613	\$10,455,688	\$ 8,769,835
Contributions as a percentage of covered payroll	44.03%	39.90%	36.03%	32.05%	29.49%	24.27%	24.53%

CENTRAL COUNTY FIRE DEPARTMENT  
REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2021

1. DEFINED BENEFIT PENSION PLAN, Continued

Notes to Schedule

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

Methods and assumptions used to determine contribution rates:

Valuation date (for contractually							
required contribution):	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014	6/30/2013	6/30/2012
Actuarial cost method:	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age
Amortization method:	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Assets valuation method:	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value	15 Year Smoothed Market Method
Inflation:	2.50%	2.63%	2.75%	2.75%	2.75%	2.75%	2.75%
Salary increases:	(2)	(2)	(2)	(2)	(2)	(2)	(2)
Investment rate of return:	7.00%	7.25%	7.375%	7.50%	7.50%	7.50%	7.50%
Retirement age:	(3)	(3)	(3)	(3)	(3)	(3)	(3)
Mortality:	(4)	(4)	(4)	(4)	(4)	(4)	(4)

<sup>(1)</sup> Level percentage of payroll, closed

<sup>(2)</sup> Depending on age, service, and type of employment

<sup>(3)</sup> 50 for all plans, with the exception of 52 for Miscellaneous PEPRA 2%@62

<sup>(4)</sup> Mortality assumptions are based on mortality rates resulting from the most recent CalPERS Experience Study adopted by the CalPERS Board.

CENTRAL COUNTY FIRE DEPARTMENT  
REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2021

2. OTHER POSTEMPLOYMENT BENEFIT PLAN

SCHEDULE OF CHANGES IN THE NET OPEB  
LIABILITY AND RELATED RATIOS - LAST TEN FISCAL YEARS \*

	2021	2020	2019	2018
	6/30/2020	6/30/2019	6/30/2018	6/30/2017
Measurement Date				
Total OPEB Liability				
Service Cost	\$ 492,434	\$ 562,000	\$ 546,000	\$ 530,000
Interest on the total OPEB liability	1,354,855	1,376,000	1,288,000	1,202,000
Differences between expected and actual experience	-	(2,194,000)	-	-
Changes of assumptions	(333,528)	711,000	-	-
Benefit payments, including refunds of employee contributions	(785,000)	(602,000)	(503,000)	(425,000)
Net change in total OPEB liability	728,761	(147,000)	1,331,000	1,307,000
Total OPEB Liability - beginning	19,972,000	20,119,000	18,788,000	17,481,000
Total OPEB Liability - ending (a)	\$ 20,700,761	\$ 19,972,000	\$ 20,119,000	\$ 18,788,000
Plan Fiduciary Net Position				
Contributions - employer	\$ 1,529,000	\$ 1,508,000	\$ 1,425,000	\$ 1,397,000
Net investment income	284,555	415,000	416,000	406,000
Benefit payments, including refunds of employee contributions	(785,000)	(602,000)	(503,000)	(425,000)
Administrative expense	(5,846)	(3,000)	(10,000)	(2,000)
Net change in plan fiduciary net position	1,022,709	1,318,000	1,328,000	1,376,000
Plan fiduciary net position - beginning	7,868,000	6,550,000	5,222,000	3,846,000
Plan fiduciary net position - ending (b)	\$ 8,890,709	\$ 7,868,000	\$ 6,550,000	\$ 5,222,000
Net OPEB liability/(asset) - ending (a) - (b)	\$ 11,810,052	\$ 12,104,000	\$ 13,569,000	\$ 13,566,000
Plan fiduciary net position as a percentage of the total OPEB liability	42.9%	39.4%	32.6%	27.8%
Covered-employee payroll**	\$ 15,432,138	\$ 14,809,319	\$ 14,977,965	\$ 11,655,000
Net OPEB liability as a percentage of covered-employee payroll	76.53%	81.73%	90.59%	116.40%

Notes to Schedule

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

\*\* Covered-employee payroll is used as contributions are not based on employee earnings.

For measurement date June 30, 2020, the Affordable Care Act Excise tax of 2% cash load was removed.

CENTRAL COUNTY FIRE DEPARTMENT  
REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2021

2. OTHER POSTEMPLOYMENT BENEFIT PLAN, Continued

SCHEDULE OF CONTRIBUTIONS LAST TEN FISCAL YEARS \*

Fiscal Year Ended June 30,	2021	2020	2019	2018
Actuarially Determined Contribution (ADC)	\$ 1,344,000	\$ 1,528,000	\$ 1,508,000	\$ 1,425,000
Contributions in relation to the ADC	(1,345,945)	(1,529,000)	(1,508,000)	(1,425,000)
Contribution deficiency (excess)	\$ (1,945)	\$ (1,000)	\$ -	\$ -
Covered-employee payroll**	\$ 12,948,727	\$ 15,432,138	\$ 14,809,319	\$ 14,977,965
Contributions as a percentage of covered-employee payroll	10.4%	9.9%	10.2%	9.5%

Notes to Schedule

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

\*\* Covered-employee payroll is used as contributions are not based on employee earnings.

Methods and assumptions used to determine contribution rates:

Valuation date (for actuarially determined contribution):	6/30/2019	6/30/2017	6/30/2017	6/30/2015
Actuarial cost method:	Entry Age	Entry Age	Entry Age	Entry Age
Amortization method:	(1)	(1)	(1)	(1)
Amortization period:	21.7 years	21.4 years	22.4 years	23.7 years
Assets valuation method:	(2)	(2)	(2)	(2)
Inflation:	2.75%	2.75%	2.75%	3.00%
Discount rate:	6.75%	6.75%	6.75%	7.25%
Medical trend:	4.00% - 7.25%	4.00% - 7.50%	4.00% - 7.50%	5.00% - 7.00%
Mortality:	(3)	(3)	(3)	(6)
Mortality improvement:	(4)	(5)	(5)	(7)

(1) Level percentage of pay

(2) Investment gains and losses spread over 5-year rolling period

(3) CalPERS 1997-2015 experience study

(4) Mortality projected fully generational with Scale MP-2019

(5) Mortality projected fully generational with Scale MP-2017

(6) CalPERS 1997-2011 experience study

(7) Mortality projected fully generational with Scale MP-2014, modified to converge to ultimate improvement rates in 2022

CENTRAL COUNTY FIRE DEPARTMENT  
REQUIRED SUPPLEMENTARY INFORMATION  
GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Variance Positive (Negative)</b>
REVENUES:				
Burlingame	\$ 11,892,419	\$ 11,892,419	\$ 11,892,420	\$ 1
Hillsborough	7,928,279	7,928,279	7,928,280	1
Millbrae	7,604,468	7,604,468	7,604,472	4
Grants	-	-	1,157,543	1,157,543
Service charges	1,685,738	1,685,738	1,399,992	(285,746)
Interest income	299	299	427	128
Total Revenues	<u>29,111,203</u>	<u>29,111,203</u>	<u>29,983,134</u>	<u>871,931</u>
EXPENDITURES:				
Current:				
Personnel costs	26,240,254	26,240,254	26,920,827	(680,573)
Materials and services	3,050,949	3,050,949	2,890,150	160,799
Total Expenditures	<u>29,291,203</u>	<u>29,291,203</u>	<u>29,810,977</u>	<u>(519,774)</u>
NET CHANGE IN FUND BALANCES	<u>\$ (180,000)</u>	<u>\$ (180,000)</u>	172,157	<u>\$ 352,157</u>
BEGINNING FUND BALANCES			<u>733,232</u>	
ENDING FUND BALANCES			<u>\$ 905,389</u>	

CENTRAL COUNTY FIRE DEPARTMENT  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
JOINT TRAINING FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
REVENUES:				
Service charges	\$ 133,200	\$ 133,200	\$ 213,452	\$ 80,252
Total Revenues	133,200	133,200	213,452	80,252
EXPENDITURES:				
Current:				
Materials and services	161,000	161,000	208,395	(47,395)
Total Expenditures	161,000	161,000	208,395	(47,395)
NET CHANGE IN FUND BALANCES	<u>\$ (27,800)</u>	<u>\$ (27,800)</u>	5,057	<u>\$ 32,857</u>
BEGINNING FUND BALANCES			152,213	
ENDING FUND BALANCES			<u>\$ 157,270</u>	

CENTRAL COUNTY FIRE DEPARTMENT  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2021

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**Pension and Other Postemployment Benefits Liabilities and Contributions**

These schedules represent information that shows the Department's proportionate share of the pension liability in the cost sharing pools, actuarial information, and contributions. The proportionate share information is useful in determining the Department's liability in relation to all other entities in the pool.

These schedules also report information on the changes to the net OPEB liability and contributions. This information is useful in understanding the impacts and changes to the net liability.

**Notes to Budgetary Information**

The Department adopts annual budgets on a basis consistent with generally accepted accounting principles for all governmental funds except the capital projects fund, which adopts project-length budgets. All appropriations lapse at fiscal year-end. Encumbrances related to unperformed contracts for goods or services at year-end lapse and are automatically reappropriated and reencumbered in the subsequent fiscal year. There are no outstanding encumbrances in the governmental funds at June 30, 2021.

Prior to June 30, the Chief Administrative Officer submits to the Fire Board a proposed operating budget for review. The Board holds public hearings and a final budget is adopted on or before June 30.

The modified accrual basis of accounting is used for budgeting. This means revenues are recognized when they become measurable or available, while expenditures are accounted for or recognized in the budgeting period when they were incurred.

The Fire Board may amend or supplement the budget at any time after its adoption by a majority vote of the members. The Chief Administrative Officer or his designate may make administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances. Any revisions that alter the total expenditures of any fund in excess of the approved funding contributions from the partner cities must be approved by the Board. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is the fund level. Budget amounts shown in these financial statements include all supplemental appropriations made, if any, during the year.

A schedule of revenues, expenditures and changes in fund balances – budget and actual – of the Department's General Fund and Joint Training Fund are presented as required supplementary information.

## SUPPLEMENTARY INFORMATION



**CENTRAL COUNTY FIRE DEPARTMENT  
COMBINING STATEMENT OF NET POSITION  
PROPRIETARY FUNDS  
JUNE 30, 2021**

	<b>Vehicle Replacement Fund</b>	<b>Self-insurance Fund</b>	<b>Total Internal Service Funds</b>
<b>ASSETS</b>			
Current:			
Cash and investments	\$ 1,185,486	\$ 4,891,110	\$ 6,076,596
Accounts receivable	135,465	-	135,465
Interest receivable	-	1,640	1,640
Noncurrent:			
Capital assets net of depreciation	3,945,937	-	3,945,937
Total assets	<u>5,266,888</u>	<u>4,892,750</u>	<u>10,159,638</u>
<b>LIABILITIES</b>			
Current:			
Accounts payable	-	2,792	2,792
Workers' compensation claims	-	1,100,000	1,100,000
Total current liabilities	<u>-</u>	<u>1,102,792</u>	<u>1,102,792</u>
Noncurrent:			
Workers' compensation claims	-	5,660,000	5,660,000
Total liabilities	<u>-</u>	<u>6,762,792</u>	<u>6,762,792</u>
<b>NET POSITION</b>			
Net investment in capital assets	3,945,937	-	3,945,937
Unrestricted	1,320,951	(1,870,042)	(549,091)
Total net position	<u>\$ 5,266,888</u>	<u>\$ (1,870,042)</u>	<u>\$ 3,396,846</u>

**CENTRAL COUNTY FIRE DEPARTMENT**  
**COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION**  
**PROPRIETARY FUNDS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

	<b>Vehicle Replacement Fund</b>	<b>Self-insurance Fund</b>	<b>Total Internal Service Funds</b>
REVENUES:			
Workers' compensation premiums	\$ -	\$ 1,952,420	\$ 1,952,420
Charges for services	950,000	-	950,000
Strike team reimbursements	275,550	-	275,550
Total operating revenues	<u>1,225,550</u>	<u>1,952,420</u>	<u>3,177,970</u>
OPERATING EXPENSES:			
Workers' compensation claims	-	1,202,606	1,202,606
Materials and services	2,467	308,464	310,931
Depreciation	342,845	-	342,845
Total operating expenses	<u>345,312</u>	<u>1,511,070</u>	<u>1,856,382</u>
Operating income (loss)	<u>880,238</u>	<u>441,350</u>	<u>1,321,588</u>
NONOPERATING REVENUES (EXPENSES):			
Interest income	-	10,352	10,352
Loss on sale of capital assets	(25,974)	-	(25,974)
Total nonoperating revenues (expenses)	<u>(25,974)</u>	<u>10,352</u>	<u>(15,622)</u>
Change in net position	854,264	451,702	1,305,966
NET POSITION - BEGINNING	<u>4,412,624</u>	<u>(2,321,744)</u>	<u>2,090,880</u>
NET POSITION - ENDING (DEFICIT)	<u><u>\$ 5,266,888</u></u>	<u><u>\$ (1,870,042)</u></u>	<u><u>\$ 3,396,846</u></u>

**CENTRAL COUNTY FIRE DEPARTMENT  
COMBINING STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

	<b>Vehicle Replacement Fund</b>	<b>Self-insurance Fund</b>	<b>Total Internal Service Funds</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Receipts for services provided	\$ 1,090,085	\$ 1,952,420	\$ 3,042,505
Payment to employees	-	(618,606)	(618,606)
Payment to vendors	(145,281)	(312,122)	(457,403)
Net cash provided (used) by operating activities	<u>944,804</u>	<u>1,021,692</u>	<u>1,966,496</u>
<b>CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:</b>			
Acquisition and construction of capital assets	(1,288,968)	-	(1,288,968)
Proceeds from sale of capital assets	16,600	-	16,600
Net cash used in capital financing activities	<u>(1,272,368)</u>	<u>-</u>	<u>(1,272,368)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Interest income	-	8,712	8,712
Net increase (decrease) in cash and cash equivalents	(327,564)	1,030,404	702,840
Cash and cash equivalents - beginning	1,513,050	3,860,706	5,373,756
Cash and cash equivalents - ending	<u><u>\$ 1,185,486</u></u>	<u><u>\$ 4,891,110</u></u>	<u><u>\$ 6,076,596</u></u>
<b>Reconciliation of operating income to net cash provided (used) by operating activities:</b>			
Operating income (loss)	\$ 880,238	\$ 441,350	\$ 1,321,588
Increase (decrease) in accounts payable			
Depreciation Expense	342,845	-	342,845
Decrease (increase) in accounts receivable	(135,465)	-	(135,465)
Increase (decrease) in accrued workers' compensation claims	-	584,000	584,000
Increase (decrease) in accounts payable	(142,814)	(3,658)	(146,472)
Net cash and cash equivalents provided (used) by operating activities	<u><u>\$ 944,804</u></u>	<u><u>\$ 1,021,692</u></u>	<u><u>\$ 1,966,496</u></u>

## **STATISTICAL SECTION**

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## Statistical Section

This part of the Central County Fire Department's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures and required supplemental information says about the Department's overall financial health.

CONTENTS	PAGES
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<i>Financial Trends</i>	
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These schedules contain trend information to help the reader understand how the Department's financial performance and well-being have changed over time.	
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<i>Revenue Capacity</i>	
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These schedules contain information to help the reader assess the Partner Cities ability to generate its major sources for funding the Department	
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<i>Demographic and Economic Information</i>	
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These schedules offer demographic and economic indicators to help the reader understand the environment within which the Department's financial activities take place.	
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<i>Operating Information</i>	
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These schedules contain information to help the reader understand how the information in the financial reports relate to the services the Department provides and activities it performs.	
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**Sources:** Unless otherwise noted, the information in these schedules is derived from the annual comprehensive financial report for the relevant year.

**CENTRAL COUNTY FIRE DEPARTMENT  
NET POSITION BY COMPONENT  
(accrual basis of accounting)  
LAST TEN YEARS**

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	<u>2012</u>		<u>2013</u>		<u>2014</u>		<u>2015</u>		<u>2016</u>
Governmental Activities:									
Net investment in									
capital assets	\$ 135,297	\$	116,294	\$	97,291	\$	215,847	\$	1,940,399
Restricted	-		-		-		-		-
Unrestricted	(3,442,179)		(4,006,508)		(4,115,972)		(35,290,613)		(36,567,312)
Total governmental									
activities net position	\$ (3,306,882)	\$	(3,890,214)	\$	(4,018,681)	\$	(35,074,766)	\$	(34,626,913)

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The Fiscal year ended June 30, 2021 net position decrease of \$1.9 million is primarily attributable to an increase in net pension liability and workers' compensation accrued liability. The net pension liability increase is attributable to differences between actual and expected experience and the workers compensation change is attributable to a new actuarial valuation based on claim experience.

The Fiscal year ended June 30, 2020 net position decrease of \$5.6 million is primarily attributable to an increase in net pension liability and workers' compensation accrued liability. The net pension liability increase is attributable to differences between actual and expected experience and the workers compensation change is attributable to a new actuarial valuation based on claim experience.

The Fiscal year ended June 30, 2018 net position decrease of \$10.5 million is primarily attributable to the implementation of GASB 75, which reflects to Other Post Employment Benefits (OPEB) liability and deferred inflow/outflow related to (OPEB) on the Statement of Net Position.

The fiscal year ended June 30, 2017 net position decrease of \$3.4 million is primarily attributable to an increase in pension liability, resulting from a change in the mortality assumption used in the actuarial calculations by CalPERS. This is somewhat offset by an improved net position for workers' compensation

The fiscal year ended June 30, 2015 net position change over the prior year is primarily attributable to the implementation of GASB 68, which reflects pension liability and deferred outflows/inflows related to pensions on the Statement of Net Position.

Source: Central County Fire Department audited financial statements as restated, if applicable.

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<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
\$ 2,676,102	\$ 2,715,576	\$ 3,465,069	\$ 3,385,002	\$ 4,311,130
-	-	-	152,213	157,270
(33,871,093)	(44,389,427)	(45,364,136)	(51,096,175)	(53,919,077)
<hr/>				
\$ (31,194,991)	\$ (41,673,851)	\$ (41,899,067)	\$ (47,558,960)	\$ (49,450,677)
<hr/>				



**CENTRAL COUNTY FIRE DEPARTMENT  
CHANGES IN NET POSITION  
(accrual basis of accounting)  
LAST TEN YEARS**

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Expenses:					
Governmental					
Activities:					
Public safety:					
Personnel	\$ 14,969,002	\$ 15,577,913	\$ 15,450,212	\$ 17,225,010	\$ 19,986,633
Materials and services	1,331,681	1,305,754	1,672,064	1,576,509	2,158,896
Depreciation expense	5,383	19,003	19,003	46,039	52,962
Loss on sale of capital assets	-	-	-	-	-
General and administrative	-	-	-	3,082	-
Total Governmental Activities Expenses	16,306,066	16,902,670	17,141,279	18,850,640	22,198,491
Program Revenues:					
Governmental					
Activities:					
Charges for services	1,190,585	1,518,522	1,890,887	1,553,099	1,586,409
Operating grants and contributions	47,495	-	-	-	-
Total Governmental Activities Program Revenues	1,238,080	1,518,522	1,890,887	1,553,099	1,586,409
Governmental Activities Net (Expenses)/Revenue	(15,067,986)	(15,384,148)	(15,250,392)	(17,297,541)	(20,612,082)
General Revenues:					
Governmental					
Activities:					
Intergovernmental - Burlingame	8,460,470	8,880,347	9,072,983	9,735,724	9,947,519
Intergovernmental - Hillsborough	5,640,313	5,920,232	6,048,655	6,490,483	6,631,679
Intergovernmental - Millbrae	-	-	-	2,076,725	5,486,051
Grants	-	-	-	89,310	366,391
Interest income	633	237	287	416	818
Total Governmental Activities General Revenues	14,101,416	14,800,816	15,121,925	18,392,658	22,432,458

Source: Central County Fire Department audited financial statements as restated, if applicable.

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<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
\$ 19,491,839	\$ 23,808,883	\$ 25,653,628	\$ 29,937,605	\$ 30,258,050
2,173,142	2,378,414	2,485,705	3,958,052	1,708,037
234,494	273,158	318,924	392,829	371,792
-	-	-	-	25,974
-	-	22,176	-	-
21,899,475	26,460,455	28,480,433	34,288,486	32,363,853
2,100,740	2,438,884	1,923,490	2,116,628	1,613,444
-	-	-	-	-
2,100,740	2,438,884	1,923,490	2,116,628	1,613,444
(19,798,735)	(24,021,571)	(26,556,943)	(32,171,858)	(30,750,409)
10,112,833	9,973,599	10,789,979	11,482,359	11,892,420
6,741,889	6,649,066	7,193,306	7,654,908	7,928,280
6,063,304	6,326,189	6,891,612	7,337,244	7,604,472
312,157	954,239	764,160	36,941	1,433,093
474	1,300	611	513	427
23,230,657	23,904,393	25,639,668	26,511,965	28,858,692

**CENTRAL COUNTY FIRE DEPARTMENT  
CHANGES IN NET POSITION  
(accrual basis of accounting)  
LAST TEN YEARS**

---

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Governmental					
Activities Changes in					
Net Position	\$ (966,570)	\$ (583,332)	\$ (128,467)	\$ 1,095,117	\$ 1,820,376

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The overall change in net position of \$1.9 million increases the negative net position of the Department. The impacts on expense for actuarial and accounting treatment for pension and workers' compensation outpace the annual required contributions, which is the basis for City contributions to CCFD. Explanations for line items fluctuations are included in the Management Discussion & Analysis section of this report.

Personnel expenses increased in 2020 due to similar reasons as 2019 and in addition, the GASB 68 pension expense increased by \$3 million due to actuarial changes and assumptions and methods.

Personnel expenses increased in 2019 due to increases in salaries for cost of living and step increases, contractual CalPERS retirement contribution, overtime with participation in Statewide fires (reimbursable), and an increase in the workers' compensation reserve amount.

Materials and services expenses increased in 2020 primarily due to an increase in actuarially required reserve for workers' compensation.

Personnel expenses decreased in 2017 due to a reduction in workers' compensation reserve amount, and is mostly offset by increases in salaries for cost of living, contractual CalPERS retirement contribution, and overtime costs associated with participation in statewide fires (reimbursable).

Program revenues increase in 2018 and 2017 due to increased permitting and annual inspections activity.

General revenues are comprised of contributions from the cities based on adopted budget amounts. The grant in 2017 and 2018 was reimbursements for overtime for CCFD participation in statewide fires and national disaster events.

Source: Central County Fire Department audited financial statements as restated, if applicable.

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2017

2018

2019

2020

2021

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\$ 3,431,922   \$ (117,178)   \$ (917,275)   \$ (5,659,893)   \$ (1,891,717)

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**CENTRAL COUNTY FIRE DEPARTMENT  
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
LAST TEN YEARS**

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues:					
Intergovernmental:					
Burlingame	\$ 8,460,470	\$ 8,880,347	\$ 9,072,983	\$ 9,735,724	\$ 9,947,519
Hillsborough	5,640,313	5,920,232	6,048,655	6,490,483	6,631,679
Millbrae	-	-	-	2,076,725	5,486,051
Grants	47,495	-	-	89,310	366,391
Service Charges	1,190,585	1,518,522	1,890,887	1,553,099	1,586,409
Interest Income	633	237	287	416	817
Total Revenues	15,339,496	16,319,338	17,012,812	19,945,757	24,018,866
Expenditures:					
Current:					
Personnel costs	14,071,775	14,796,777	15,526,314	17,495,521	20,567,509
Materials and services	1,257,444	1,189,132	1,548,680	1,574,672	3,339,454
Capital Outlay	95,833	-	-	7,428	10,514
General and administrative/Other	-	-	-	3,083	-
Total Expenditures	15,425,052	15,985,909	17,074,994	19,080,704	23,917,477
Other Sources of Financing Transfers	-	-	-	(799,000)	-
Net Change in Fund Balances	(85,556)	333,429	(62,182)	66,053	101,389
Beginning Fund Balances, as restated	354,957	269,401	602,830	540,648	606,701
Ending Fund Balances	\$ 269,401	\$ 602,830	\$ 540,648	\$ 606,701	\$ 708,090
General Fund:					
Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned	-	-	-	-	-
Unassigned	-	-	-	6	6
Total General Fund	\$ -	\$ -	\$ -	\$ 6	\$ 6
All Other Governmental Funds:					
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned	269,401	602,830	540,648	606,695	708,084
Total All Other Governmental Funds	\$ 269,401	\$ 602,830	\$ 540,648	\$ 606,695	\$ 708,084

Personnel expenditures increased in 2021 due to increases in salaries for cost of living and step increases, contractual CalPERS retirement contribution, overtime for participation in Statewide fires (reimbursable).

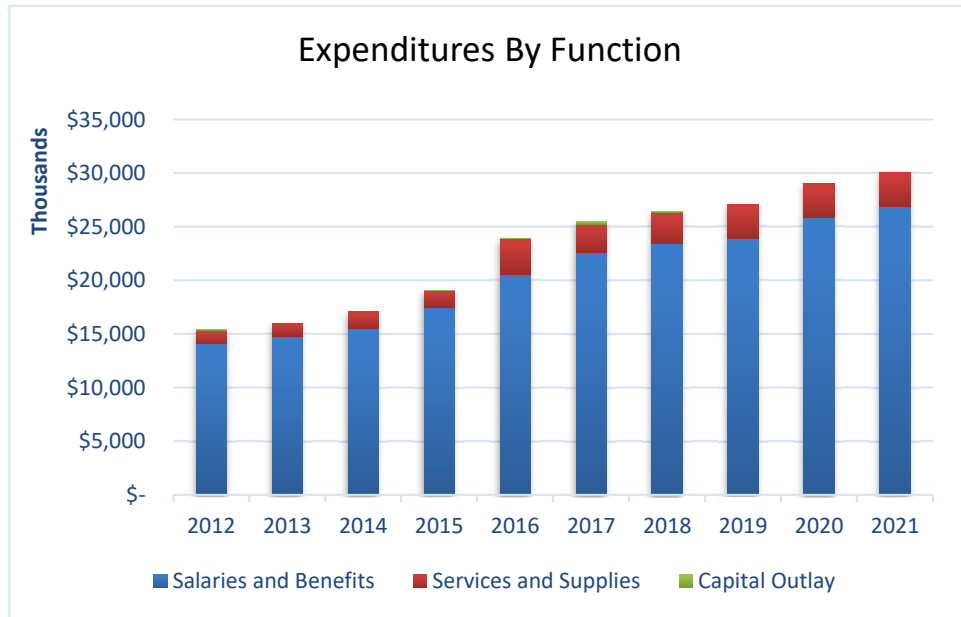
Source: Central County Fire Department audited financial statements as restated, if applicable.

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<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
\$ 10,112,833	\$ 9,973,599	\$ 10,789,979	\$ 11,482,359	\$ 11,892,420
6,741,889	6,649,066	7,193,306	7,654,908	7,928,280
6,063,304	6,326,189	6,891,612	7,337,244	7,604,472
312,157	954,239	764,160	36,941	1,157,543
2,100,740	2,438,884	1,923,490	2,116,628	1,613,444
474	1,300	611	513	427
25,331,397	26,343,277	27,563,158	28,628,593	30,196,586
<hr/>				
22,579,944	23,389,694	23,944,158	25,833,252	26,920,827
2,657,250	2,937,588	3,150,934	3,179,168	3,158,799
246,246	94,104		-	-
-	-		-	-
25,483,440	26,421,386	27,095,092	29,012,420	30,079,626
<hr/>				
-	-	-	-	-
(152,043)	(78,109)	468,066	(383,827)	116,960
708,090	556,047	1,169,997	1,638,063	1,254,236
\$ 556,047	\$ 477,938	\$ 1,638,063	\$ 1,254,236	\$ 1,371,196
<hr/>				
\$ -	\$ -	\$ -	\$ 148,321	\$ -
-	-	-	-	-
8	6	1,203,793	584,911	905,389
\$ 8	\$ 6	\$ 1,203,793	\$ 733,232	\$ 905,389
<hr/>				
\$ -	\$ -	\$ -	\$ 152,213	\$ 157,270
-	477,932	434,270	368,791	308,537
\$ -	\$ 477,932	\$ 434,270	\$ 521,004	\$ 465,807

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**CENTRAL COUNTY FIRE DEPARTMENT  
GOVERNMENTAL FUNDS EXPENDITURES BY FUNCTION  
(modified accrual basis of accounting)  
LAST TEN YEARS**



	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Salaries and Benefits	\$ 14,071,775	\$ 14,796,777	\$ 15,526,314	\$ 17,495,521	\$ 20,567,509
Services and Supplies	1,257,444	1,189,132	1,548,680	1,577,755	3,339,454
Capital Outlay	95,833	-	-	7,428	10,514
Total	<u>\$ 15,425,052</u>	<u>\$ 15,985,909</u>	<u>\$ 17,074,994</u>	<u>\$ 19,080,704</u>	<u>\$ 23,917,477</u>

Salaries and benefits is the largest cost for the Department. Increase in 2021 is attributable to salary increases, contractual CalPERS retirement contribution, and overtime costs.

Services are provided by contract to the City of Millbrae and commenced mid-year 2014/15. FY 2015/16 reflects the full year cost of the staffing increase to support the services.

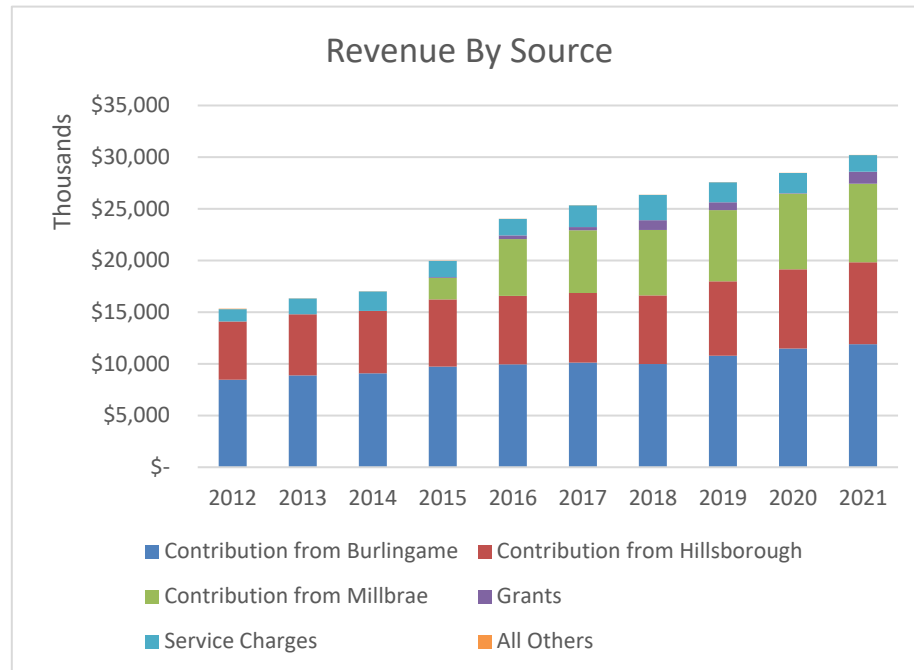
Source: Central County Fire Department audited financial statements

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<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
\$ 22,579,944	\$ 23,389,694	\$ 23,944,158	\$ 25,833,252	\$ 26,920,827
2,657,250	2,937,588	3,150,934	3,179,168	3,158,799
246,246	94,104	-	-	-
<u>\$ 25,483,440</u>	<u>\$ 26,421,386</u>	<u>\$ 27,095,092</u>	<u>\$ 29,012,420</u>	<u>\$ 30,079,626</u>



**CENTRAL COUNTY FIRE DEPARTMENT  
GOVERNMENTAL FUNDS REVENUES BY SOURCES  
(modified accrual basis of accounting)  
LAST TEN YEARS**



	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Contribution from Burlingame	\$ 8,460,470	\$ 8,880,347	\$ 9,072,983	\$ 9,735,724	\$ 9,947,519
Contribution from Hillsborough	5,640,313	5,920,232	6,048,655	6,490,483	6,631,679
Contribution from Millbrae	-	-	-	2,076,725	5,486,051
Grants	-	-	-	89,310	366,391
Service Charges	1,190,585	1,518,522	1,890,887	1,553,099	1,586,409
All Others	48,128	237	287	416	817
Total	<u>\$ 15,339,496</u>	<u>\$ 16,319,338</u>	<u>\$ 17,012,812</u>	<u>\$ 19,945,757</u>	<u>\$ 24,018,866</u>

The Department's primary source of funding is contributions from the three cities - Burlingame, Hillsborough, and Millbrae. Services are provided by contract to the City of Millbrae and commenced mid-year 2014/15.

Grants are primarily reimbursement from Cal-OES or FEMA for participation in statewide fires or national disasters.

Source: Central County Fire Department audited financial statements



**CENTRAL COUNTY FIRE DEPARTMENT  
CITY OF BURLINGAME/TOWN OF HILLSBOROUGH/CITY OF MILLBRAE  
GENERAL FUND TAX REVENUES BY SOURCE  
LAST TEN YEARS (amounts expressed in thousands)**

<b>Fiscal Year</b>	<b>Property Tax</b>	<b>Public Safety Special Tax</b>	<b>Sales Tax</b>	<b>Transient Occupancy Tax</b>	<b>Other Taxes<sup>(1)</sup></b>
<b>CITY OF BURLINGAME</b>					
2011	13,310		8,041	13,404	2,071
2012	13,460		8,495	16,183	2,582
2013	15,539		9,199	18,244	3,284
2014	15,497		10,196	21,357	4,595
2015	16,667		11,101	23,968	4,697
2016	17,645		12,828	26,092	4,589
2017	18,933		12,089	26,263	4,407
2018	20,335		12,820	27,936	4,869
2019	21,956		17,820	29,384	5,214
2020	23,304		14,803	20,417	5,503
<b>TOWN OF HILLSBOROUGH</b>					
2011	10,502	2,232	77		1,398
2012	10,431	2,236	82		1,397
2013	10,943	2,234	209		1,714
2014	11,780	2,451	14		1,845
2015	12,629	2,240	65		1,744
2016	13,783	2,242	74		1,702
2017	14,872	2,242	99		1,783
2018	15,785	2,243	100		1,806
2019	16,681	2,243	128		1,769
2020	17,414	2,244	208		1,605
<b>CITY OF MILLBRAE</b>					
2011	13,400		2,200	3,700	1,600
2012	10,900		2,200	3,900	1,700
2013	9,200		2,200	5,000	1,500
2014	10,100		2,300	6,100	1,900
2015	10,800		2,700	7,500	1,900
2016	10,798		2,804	8,210	1,811
2017	11,378		2,779	8,032	1,924
2018	11,887		3,093	8,483	2,017
2019	12,750		3,312	8,811	1,926
2020	13,932		2,913	6,369	1,834

(1) Includes Property Transfer Tax, Business License Tax, Franchise Fee

Note: Information is the latest available at the time of this report.

Source: City of Burlingame, Town of Hillsborough, and City of Millbrae audited financial statements

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**CENTRAL COUNTY FIRE DEPARTMENT  
CITY OF BURLINGAME/TOWN OF HILLSBOROUGH/CITY OF MILLBRAE  
ASSESSED VALUES OF TAXABLE PROPERTY  
LAST TEN FISCAL YEARS**

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<b><u>CITY OF BURLINGAME</u></b>				
<b>Fiscal</b>	<b>Net</b>			<b>% of</b>
<b>Year</b>	<b>Secured</b>	<b>Unsecured</b>	<b>Total</b>	<b>Chg</b>
2011	6,733,012,764	274,429,627	7,007,442,391	0.6%
2012	6,838,109,244	270,906,684	7,109,015,928	1.4%
2013	7,154,664,973	275,840,943	7,430,505,916	4.5%
2014	7,636,495,631	302,712,785	7,939,208,416	6.8%
2015	8,135,613,312	307,284,506	8,442,897,818	6.3%
2016	8,690,688,613	324,903,282	9,015,591,895	6.8%
2017	9,378,077,970	329,134,973	9,707,212,943	7.7%
2018	10,015,772,431	338,411,794	10,354,184,225	6.7%
2019	10,621,963,371	334,682,252	10,956,645,623	5.8%
2020	11,426,055,955	360,169,404	11,786,225,359	7.6%

<b><u>TOWN OF HILLSBOROUGH</u></b>				
<b>Fiscal</b>	<b>Net</b>			<b>% of</b>
<b>Year</b>	<b>Secured</b>	<b>Unsecured</b>	<b>Total</b>	<b>Chg</b>
2011	6,647,117,625	7,862,429	6,654,980,054	0.0%
2012	6,651,650,227	5,673,361	6,657,323,588	0.0%
2013	6,920,302,922	5,149,053	6,925,451,975	4.0%
2014	7,377,527,987	4,556,205	7,382,084,192	6.6%
2015	7,833,939,940	5,908,200	7,839,848,140	6.2%
2016	8,460,687,856	8,612,367	8,469,300,223	8.0%
2017	9,121,371,245	6,096,108	9,127,467,353	7.8%
2018	9,673,123,078	5,220,467	9,678,343,545	6.0%
2019	10,210,348,568	51,126,530	10,261,475,098	6.0%
2020	10,757,039,454	5,454,728	10,762,494,182	5.4%

Source: Audited financial statements of the City of Burlingame,  
Town of Hillsborough and City of Millbrae.  
Information is the latest available for use in this report.

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**CITY OF MILLBRAE**

<b>Fiscal</b>	<b>Net</b>			<b>% of</b>
<b>Year</b>	<b>Secured</b>	<b>Unsecured</b>	<b>Total</b>	<b>Chg</b>
2011	3,588,579,495	58,876,426	3,647,455,921	0.7%
2012	3,639,192,881	64,777,111	3,703,969,992	1.5%
2013	3,785,529,814	59,066,096	3,844,595,910	3.8%
2014	4,009,441,534	64,752,022	4,074,193,556	6.0%
2015	4,306,198,921	68,073,302	4,374,272,223	7.4%
2016	4,605,554,827	82,815,102	4,688,369,929	7.2%
2017	4,897,662,651	70,504,021	4,968,166,672	6.0%
2018	5,195,464,549	72,447,955	5,267,912,504	6.0%
2019	5,515,945,282	78,659,325	5,594,604,607	6.2%
2020	5,916,462,384	74,534,247	5,990,996,631	7.1%

**GRAND TOTAL**

<b>Fiscal</b>	<b>Net</b>			<b>% of</b>
<b>Year</b>	<b>Secured</b>	<b>Unsecured</b>	<b>Total</b>	<b>Chg</b>
2011	16,968,709,884	341,168,482	17,309,878,366	0.4%
2012	17,128,952,352	341,357,156	17,470,309,508	0.9%
2013	17,860,497,709	340,056,092	18,200,553,801	4.2%
2014	19,023,465,152	372,021,012	19,395,486,164	6.6%
2015	20,275,752,173	381,266,008	20,657,018,181	6.5%
2016	21,756,931,296	416,330,751	22,173,262,047	7.3%
2017	23,397,111,866	405,735,102	23,802,846,968	7.3%
2018	24,884,360,058	416,080,216	25,300,440,274	6.3%
2019	26,348,257,221	464,468,107	26,812,725,328	6.0%
2020	28,099,557,793	440,158,379	28,539,716,172	6.6%

**CENTRAL COUNTY FIRE DEPARTMENT  
CITY OF BURLINGAME/TOWN OF HILLSBOROUGH/CITY OF MILLBRAE  
PRINCIPAL PROPERTY TAX PAYERS**

<u>Taxpayer</u>	<u>2019-20</u>			<u>2010-11</u>		
	<u>Taxable</u>	<u>% of Total</u>	<u>Rank</u>	<u>Taxable</u>	<u>% of Total</u>	<u>Rank</u>
	<u>Assessed</u>	<u>Assessed</u>		<u>Assessed</u>	<u>Assessed</u>	
	<u>Value</u>	<u>Value</u>		<u>Value</u>	<u>Value</u>	
<b>CITY OF BURLINGAME:</b>						
HMC Burlingame Hotels LLC	\$ 226,565,000	1	1.92%	\$ 84,581,000	2	1.21%
Burlingame Point LLC	181,115,000	2	1.54%			
EQR-North Park LP	127,919,000	3	1.09%	34,551,000	7	0.49%
Inland American Lodging Burlingame LLC	117,215,000	4	0.99%			
EW PG Airport Owner LLC	102,250,000	5	0.87%			
Shac Carolan Apartments LLC	64,915,000	6	0.55%			
Felcor CSS Holdings LP	60,383,000	7	0.51%	39,850,000	6	0.57%
IP Woodstock One Bay LLC	58,154,000	8	0.49%			
PurSkyline MMC II LLC	48,999,000	9	0.42%			
Romel Chicago LLC	43,059,000	10	0.37%			
Bay Park Plaza Associates				90,000,000	1	1.28%
Host Marriott Corporation				70,754,000	3	1.01%
EQR-Skyline Terrace LP				46,485,000	4	0.66%
Mills Peninsula Health Services				40,521,000	5	0.58%
Pauls Rollins Road LLC				34,000,000	8	0.48%
Harbor View Hotels Inc				28,907,000	9	0.41%
350 Beach Road LLC				26,467,000	10	0.38%
	<u>\$ 1,030,574,000</u>		<u>8.75%</u>	<u>\$ 496,116,000</u>		<u>7.07%</u>
<b>TOWN OF HILLSBOROUGH:</b>						
Carolands Foundation	\$ 143,528,814	1	1.33%			
Alpha Yield Holdings Limited	33,171,797	2	0.31%			
Theodore H Kruttschnitt	25,232,436	3	0.23%	34,850,909	1	0.52%
Delight Wise Investments Limited	24,564,522	4	0.23%			
Gatsby LLC	24,307,904	5	0.23%			
Peter Spiro Stamos Trust	20,483,750	6	0.19%	17,622,420	4	0.26%
Calacanis Trust	18,447,210	7	0.17%			
August Moon 1971 LLC	17,802,462	8	0.17%			
George Hsu Trust	17,383,070	9	0.16%	16,510,082	6	0.25%
Wei Wu	15,511,605	10	0.14%			
James G B III De Martini Trust				22,650,000	2	0.34%
Val E Vaden Trust				18,047,305	3	0.27%
Christopher R Redlich Jr				16,538,896	5	0.25%
Patrick C Tai Trust				11,879,509	7	0.18%
Otto J Miller				11,276,321	8	0.17%
DEB Trust				11,200,000	9	0.17%
Constantia Capital Limited Trust				10,900,000	10	0.16%
	<u>\$ 340,433,570</u>		<u>3.16%</u>	<u>\$ 171,475,442</u>		<u>2.57%</u>

Source: City of Burlingame, Town of Hillsborough and City of Millbrae audited financial statements.  
Information is the latest available for this report.

	2019-20				2010-11	
CITY OF MILLBRAE						
Westin Bay Hotel Company	\$ 117,089,241	1	1.97%	\$ 45,779,046	1.27%	
Starwood S F Clarion Realty LLC	82,314,000	2	1.38%	22,300,000	0.62%	
OR Propoerty Holdings LLC	39,240,257	3	0.66%	33,782,500	0.93%	
Rac Investment Group LLC	36,588,855	4	0.62%			
1201 Broadway Owner LLC	31,745,200	5	0.53%			
Magnolia of Millbrae Inc	30,839,125	6	0.52%	27,399,115	0.76%	
Great Mountain Properties LLC	28,571,858	7	0.48%			
Rhc Assoc	18,231,088	8	0.31%			
Friend Friend Friend	16,816,838	9	0.28%	14,532,967	0.40%	
Wilson Plaza LLC	13,584,489	10	0.23%			
Millbrae Paradise LLc				23,790,000	0.66%	
Marymount Greenhills LLC				21,264,798	0.59%	
Green Hills Country Club				16,891,612	0.47%	
Braddock & Logan Grp LP				15,912,083	0.44%	
Simeon Spvef LLC				14,984,065	0.41%	
	<u>\$ 415,020,951</u>		<u>6.98%</u>	<u>\$ 236,636,186</u>	<u>6.55%</u>	



**CENTRAL COUNTY FIRE DEPARTMENT  
COUNTY OF SAN MATEO AND NEIGHBORING CITIES  
LARGEST EMPLOYERS ON THE PENINSULA**

<b>Name</b>	<b>Description</b>	<b>Total Peninsula Employees</b>	<b>Percentage of Labor Workforce San Mateo County <sup>(1)</sup></b>
Facebook Inc.	Internet Information Provider	15,407	3.47%
Genentech	Medical Facilitator	10,023	2.26%
Tesla Inc.	Automobile Manufacturing	10,000	2.25%
Oracle	Computer Hardward	7,656	1.72%
Gilead Scieces Inc.	Biopharmaceutical Company	4,000	0.90%
Youtube	Film/Video	2,384	0.54%
Alaska Airlines	Airline	2,023	0.46%
Sony Interactive Entertainment	Games	1,650	0.37%
Robert Half International Inc.	Personnel Services	1,642	0.37%
Electronic Arts Inc.	Games	1,478	0.33%
SAP	Information Technology	1,278	0.29%
DPR Construction	General Contractor	1,204	0.27%
Box	Cloud Content Management Platform	1,094	0.25%
Seton Medical Center	Health Care System	1,038	0.23%
Franklin Resources	Investment Manager	907	0.20%
		<b>61,784</b>	<b>13.91%</b>

Source: San Francisco Business Times, Book of Lists, 2021.

<sup>(1)</sup> The table above reflects the statistical data for San Mateo County as provided by the Employment Development Department of the State of California as of December 2020.

**CENTRAL COUNTY FIRE DEPARTMENT  
CITY OF BURLINGAME/TOWN OF HILLSBOROUGH/CITY OF MILLBRAE  
DEMOGRAPHIC AND ECONOMIC STATISTICS  
LAST TEN FISCAL YEARS**

<b>Calendar/Fiscal Year</b>	<b>Population</b>	<b>Per Capita Personal Income</b>	<b>Unemployment Rate</b>
<b>CITY OF BURLINGAME</b>			
2010	29,342	43,432	6.5%
2011	29,106	47,996	5.8%
2012	29,426	51,002	3.7%
2013	29,685	49,882	3.0%
2014	29,700	56,148	3.3%
2015	29,724	60,844	2.6%
2016	30,148	61,592	2.3%
2017	30,294	64,150	2.2%
2018	30,317	69,594	2.2%
2019	30,118	71,317	1.9%
<b>TOWN OF HILLSBOROUGH<sup>(1)</sup></b>			
2010	11,537	100,396	3.9%
2011	11,006	108,905	3.4%
2012	11,115	117,329	2.2%
2013	11,260	118,252	1.8%
2014	11,266	116,208	3.6%
2015	11,687	121,970	2.9%
2016	11,753	116,395	2.6%
2017	11,545	113,839	2.6%
2018	11,769	118,144	2.3%
2019	11,418	139,538	2.1%
<b>CITY OF MILLBRAE</b>			
2010	21,968	36,753	4.6%
2011	22,069	38,604	4.1%
2012	22,228	39,735	2.6%
2013	22,605	39,530	2.2%
2014	22,617	40,647	3.6%
2015	23,136	41,713	2.9%
2016	23,168	43,019	2.6%
2017	22,796	45,089	2.6%
2018	22,854	47,958	2.0%
2019	23,154	51,880	1.8%

Source: City of Burlingame, Town of Hillsborough and City of Millbrae audited financial statements.

Information is latest available for this report.

Note 1: The above population figures as stated by the California State Department of Finance are typically higher than the actual results that are taken at census for the Town. The DOF applies regional growth assumptions, yet the Town is nearly built out and does not grow at the same rate as the region. The Town estimates that population was 10,825 in 2010 and 10,922 in 2020.

# CENTRAL COUNTY FIRE DEPARTMENT

## FIRE APPARATUS



Engine 32 Pierce Dash model year 2017  
Carries 680 gallons of water and 20 gallons  
of universal foam



Engine 33 Pierce Dash model year 2002  
Carries 500 gallons of water and 20 gallons each  
of Class A and Class B foam



Engine 34 Pierce Dash model year 2016  
Carries 680 gallons of water and 20 gallons  
of universal biodegradable foam



Engine 35 Pierce Dash model year 2002  
Carries 500 gallons of water and 20 gallons  
of universal foam

# CENTRAL COUNTY FIRE DEPARTMENT

## FIRE APPARATUS



Engine 37 Pierce Dash model year 2017  
Carries 680 gallons of water and 20 gallons  
of universal biodegradable foam



Engine 38 Pierce Dash model year 2017  
Carries 680 gallons of water and 20 gallons each  
of Class A and Class B foam



Truck 34 2007 Pierce Dash Cab 105' Aerial Ladder



Type I Heavy Rescue model year 2007



# CENTRAL COUNTY FIRE DEPARTMENT FIRE STATIONS

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Fire Station 32  
330 Ascot Road  
Hillsborough, CA 94010



Fire Station 33  
835 Chateau Drive  
Hillsborough, CA 94010

# CENTRAL COUNTY FIRE DEPARTMENT FIRE STATIONS

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Fire Station 34  
799 California Drive  
Burlingame, CA 94010



Fire Station 35  
2832 Hillside Drive  
Burlingame, CA 94010



# CENTRAL COUNTY FIRE DEPARTMENT FIRE STATIONS

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Fire Station 37  
511 Magnolia Avenue  
Millbrae, CA 94030



Fire Station 38  
785 Crestview Drive  
Millbrae, CA 94030

# CENTRAL COUNTY FIRE DEPARTMENT FIRE STATIONS

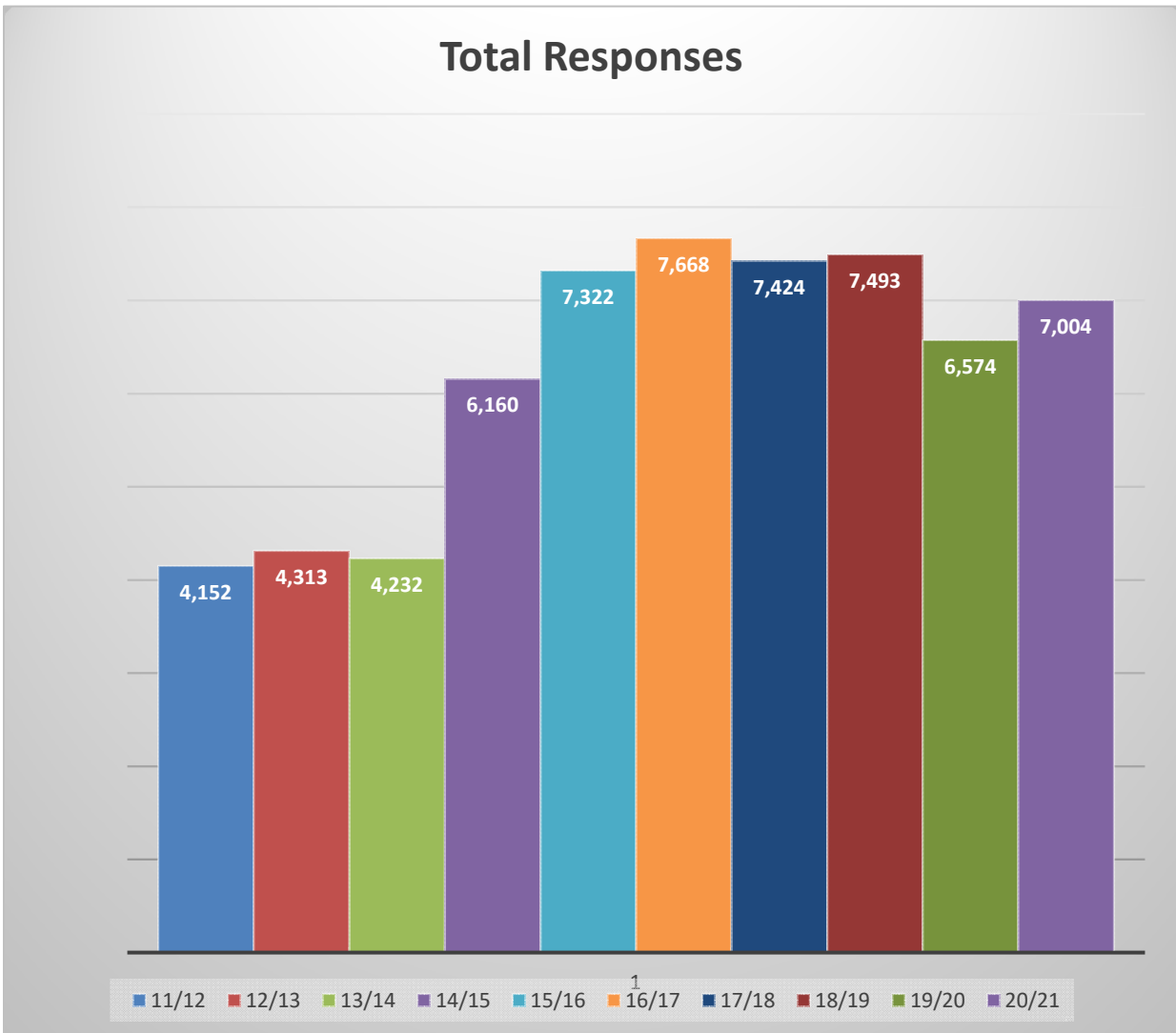
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Fire Administration  
1399 Rollins Road  
Burlingame, CA 94010



**CENTRAL COUNTY FIRE DEPARTMENT  
COMPARATIVE ANNUAL GRAPH BY FISCAL YEAR - TOTAL RESPONSES  
LAST TEN YEARS**

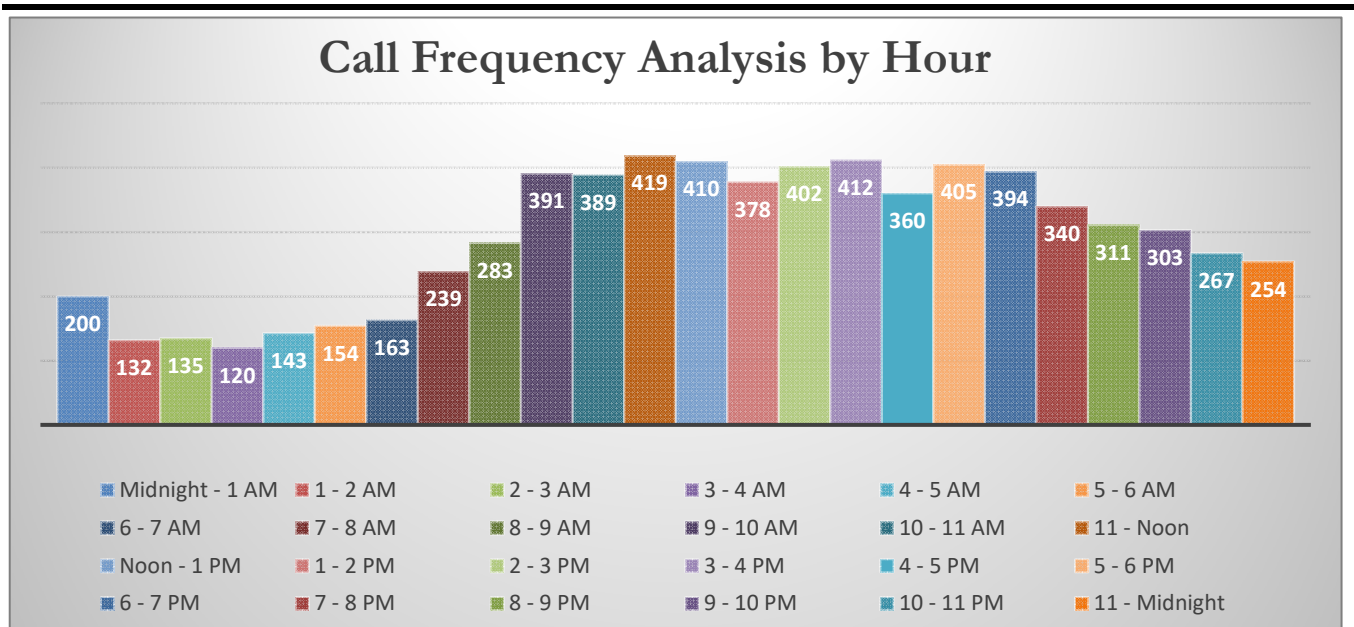


<u>Fiscal Year</u>	<u>Total Calls</u>
11/12	4,152
12/13	4,313
13/14	4,232
14/15	6,160
15/16	7,322
16/17	7,668
17/18	7,424
18/19	7,493
19/20	6,574
20/21	7,004

Source: Department's Records Management Systems

\*(effective 2014 all data includes Millbrae)

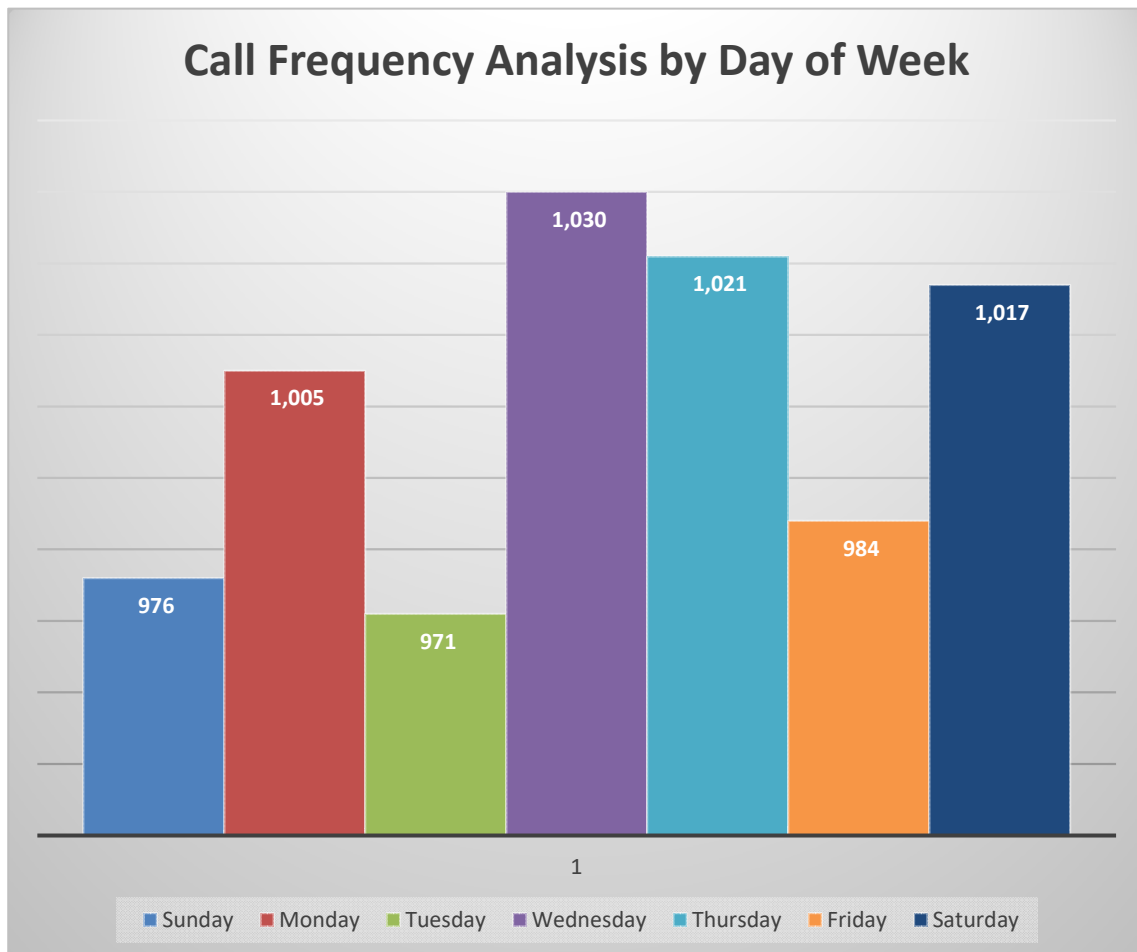
**CENTRAL COUNTY FIRE DEPARTMENT  
CALL FREQUENCY ANALYSIS BY HOUR  
FISCAL YEAR 2020-2021**



<u>Hour</u>	<u>Total Calls</u>	<u>% to Totals</u>
Midnight - 1 AM	200	2.86%
1 - 2 AM	132	1.88%
2 - 3 AM	135	1.93%
3 - 4 AM	120	1.71%
4 - 5 AM	143	2.04%
5 - 6 AM	154	2.20%
6 - 7 AM	163	2.33%
7 - 8 AM	239	3.41%
8 - 9 AM	283	4.04%
9 - 10 AM	391	5.58%
10 - 11 AM	389	5.55%
11 - Noon	419	5.98%
Noon - 1 PM	410	5.85%
1 - 2 PM	378	5.40%
2 - 3 PM	402	5.74%
3 - 4 PM	412	5.88%
4 - 5 PM	360	5.14%
5 - 6 PM	405	5.78%
6 - 7 PM	394	5.63%
7 - 8 PM	340	4.85%
8 - 9 PM	311	4.44%
9 - 10 PM	303	4.33%
10 - 11 PM	267	3.81%
11 - Midnight	254	3.63%
Total	7,004	100.00%

Source: Department's Records Management Systems (includes addition of Millbrae)

**CENTRAL COUNTY FIRE DEPARTMENT  
CALL FREQUENCY ANALYSIS BY WEEK  
FISCAL YEAR 2020-2021**

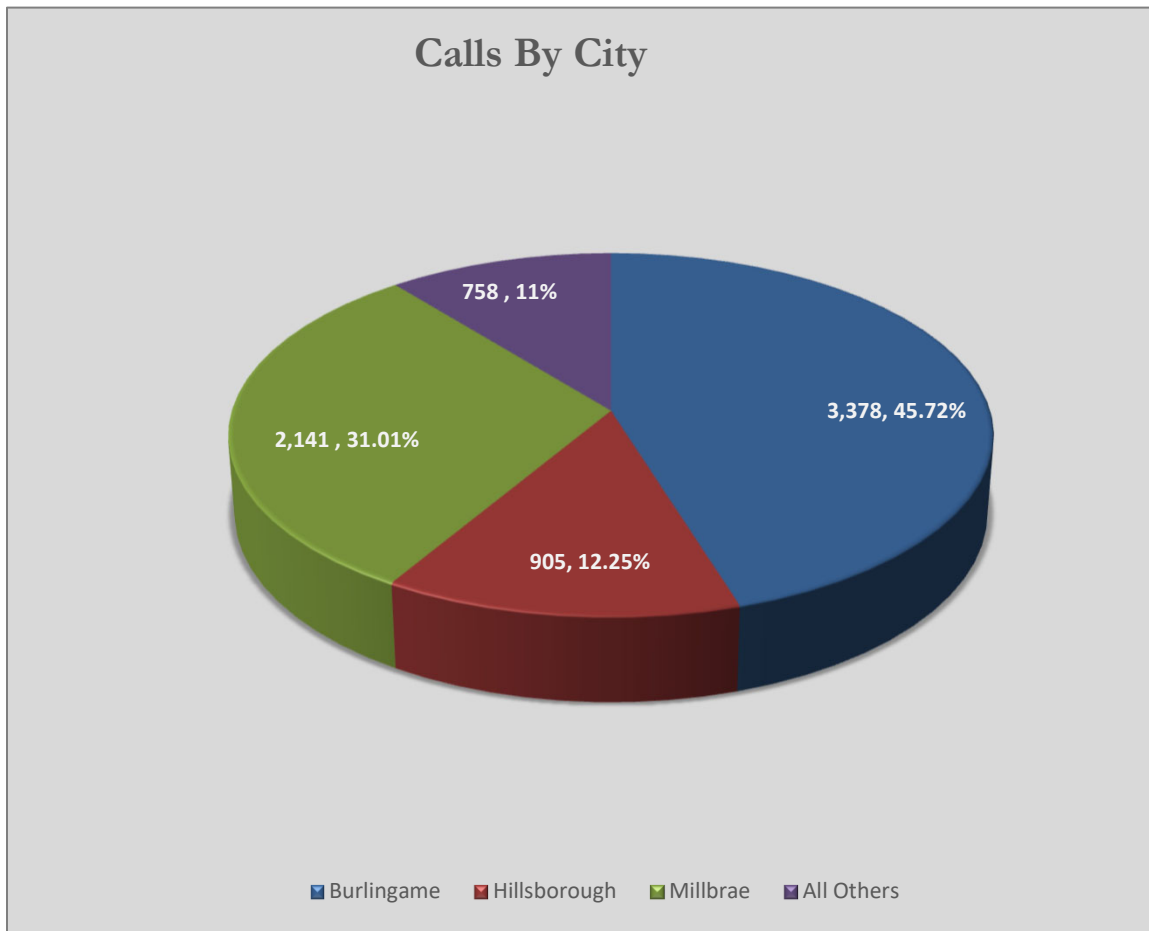


<u>Day of Week</u>	<u>Total Calls</u>	<u>% to Totals</u>
Sunday	976	13.93%
Monday	1,005	14.35%
Tuesday	971	13.86%
Wednesday	1,030	14.71%
Thursday	1,021	14.58%
Friday	984	14.05%
Saturday	1,017	14.52%
Total	7,004	100.00%

Source: Department's Records Management Systems (includes addition of Millbrae)

**CENTRAL COUNTY FIRE DEPARTMENT  
AUTOMATIC AID RESPONSES RECEIVED AND GIVEN  
FISCAL YEAR 2020-2021**

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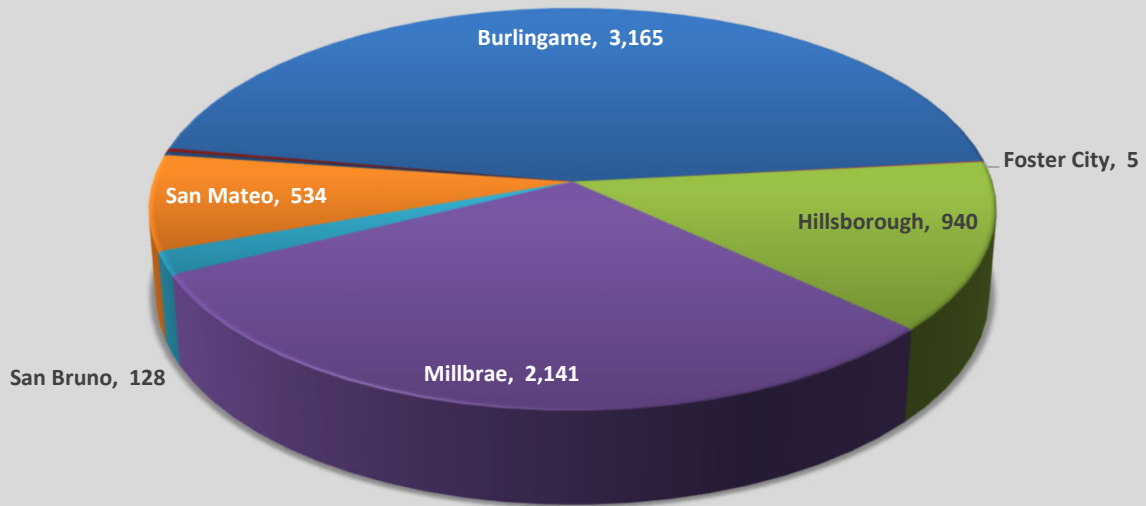
<u>City</u>	<u>Calls</u>	<u>% of Total</u>
Burlingame	3,165	45.19%
Hillsborough	940	13.42%
Millbrae	2,141	30.57%
All Others	758	10.82%
Total	7,004	100%

Source: Department's Records Management Systems (includes addition of Millbrae)

**CENTRAL COUNTY FIRE DEPARTMENT  
AUTOMATIC AID RESPONSES RECEIVED AND GIVEN - ALL CITIES  
FISCAL YEAR 2020-2021**

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**Automatic Aid Responses - All Cities**

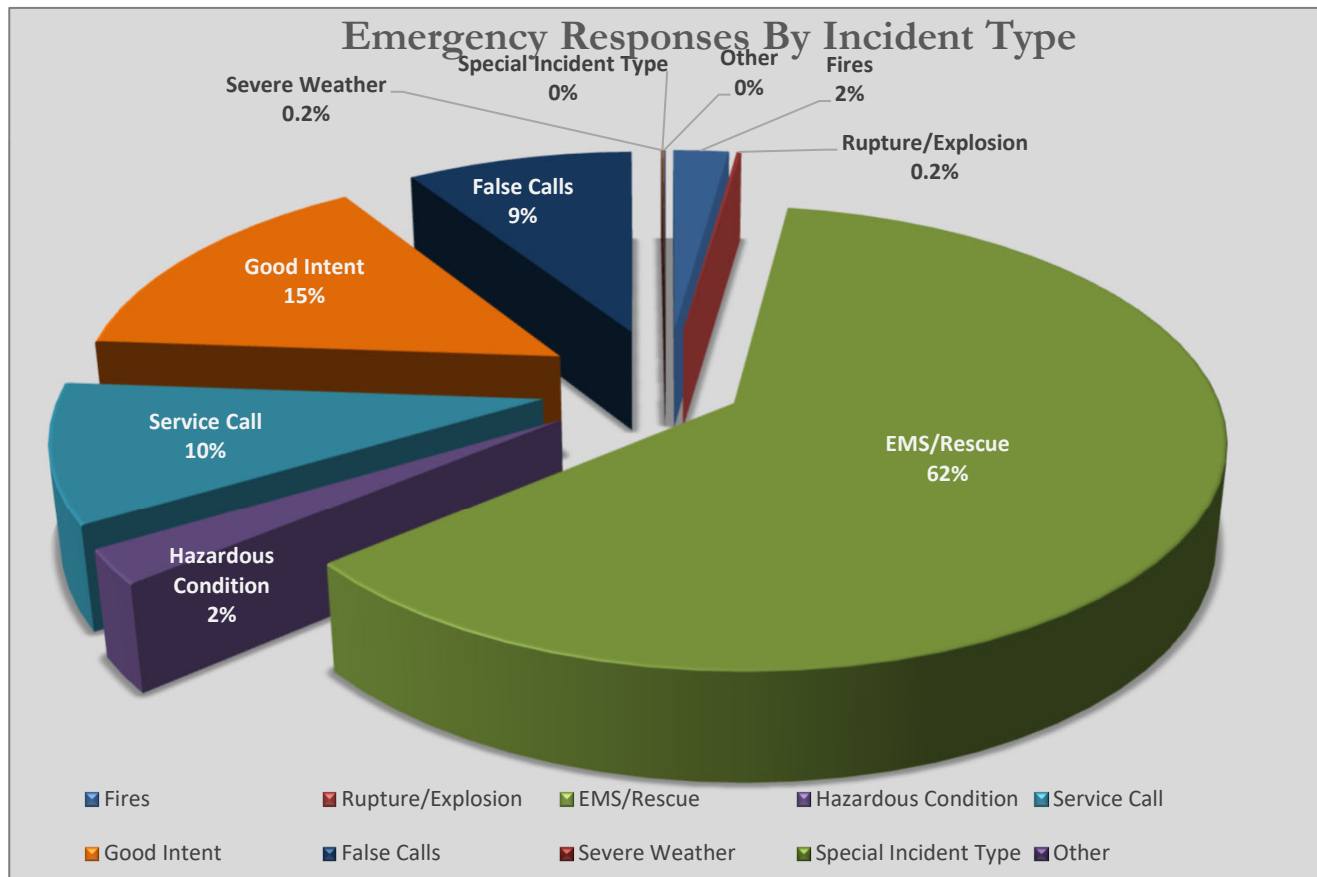


<u>City</u>	<u>Calls</u>	<u>% of Total</u>
Burlingame	3,165	45.52%
Foster City	5	0.07%
Hillsborough	940	13.52%
Millbrae	2,141	30.79%
San Bruno	128	1.84%
San Mateo	534	7.68%
South San Francisco	20	0.29%
Fewer than 3 calls	20	0.29%
<b>Total</b>	<b>6,953</b>	<b>100%</b>

Source: Department's Records Management Systems (includes addition of Millbrae)

Three or Fewer Calls: Belmont, Brisbane, Daly City and Pacifica

**CENTRAL COUNTY FIRE DEPARTMENT  
EMERGENCY RESPONSES BY INCIDENT TYPE  
FISCAL YEAR 2020-2021**

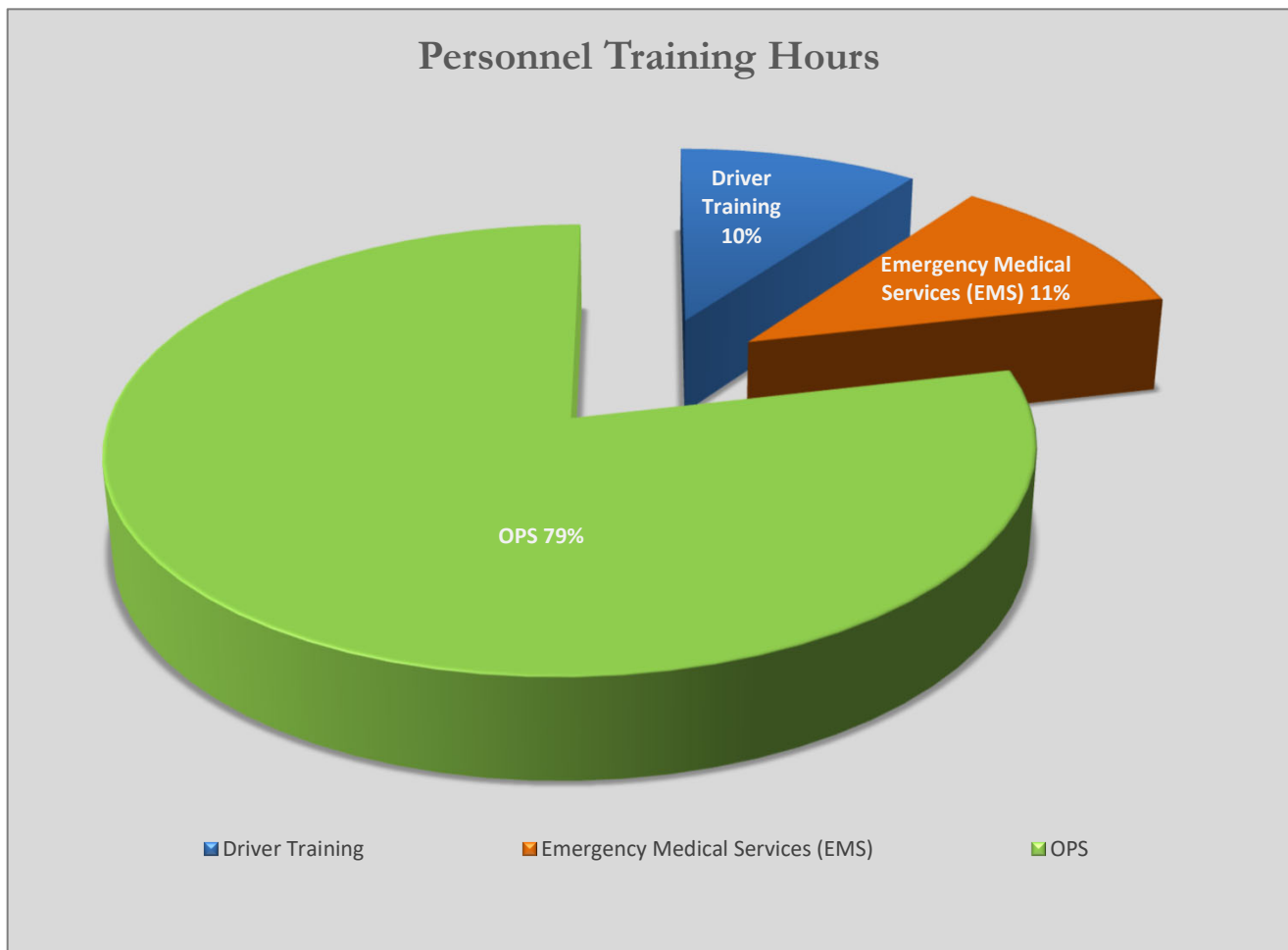


<u>Incident Type</u>	<u>Total Responses</u>	
Fires	154	2.2%
Rupture/Explosion	12	0.2%
EMS/Rescue	4,312	61.6%
Hazardous Condition	169	2.4%
Service Call	687	9.8%
Good Intent	1,033	14.7%
False Calls	626	8.9%
Severe Weather	3	0.0%
Special Incident Type	3	0.0%
Other	5	0.1%
<b>Total</b>	<b>7,004</b>	<b>100.0%</b>

\* Rupture/Explosion, Severe Weather and Other account for less than 1% of total calls

Source: Department's Records Management Systems (includes addition of Millbrae)

**CENTRAL COUNTY FIRE DEPARTMENT  
PERSONNEL TRAINING HOURS BY FUNCTION  
FISCAL YEAR 2020-2021**



<u>Description</u>	<u>Training</u>
Driver Training	1,892
Emergency Medical Services (EMS)	2,154
OPS	14,848
Total Training Hours	<u>18,894</u>

\* increase in OPS training hours is due to probationary firefighter training

Source: Department's Records Management Systems and Target Solutions

**CENTRAL COUNTY FIRE DEPARTMENT  
FULL-TIME EQUIVALENT EMPLOYEES  
LAST TEN YEARS**

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	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Administration	4.75	5.50	5.50	5.50	6.50	7.75	7.75	8.00	8.00	8.00
Suppression (EMS/Fire)	58.25	54.00	53.00	53.00	71.00	71.00	71.00	71.00	71.00	71.00
Training	1.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Prevention & Emergency	3.00	3.00	3.00	3.00	4.75	5.20	5.75	7.00	8.00	8.00
Total	<u>67.00</u>	<u>64.50</u>	<u>63.50</u>	<u>63.50</u>	<u>84.25</u>	<u>85.95</u>	<u>85.50</u>	<u>87.00</u>	<u>88.00</u>	<u>88.00</u>

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The Department commenced providing contract fire services to the City of Millbrae in mid-year 14/15. Personnel were hired by the Department to support these services.

Source: Department records.



December 2, 2021

To the Board of Directors  
of the Central County Fire Department  
Burlingame, California

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Central County Fire Department (Department) for the year ended June 30, 2021. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

#### Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated May 31, 2021, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by us with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

#### Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

#### Significant Audit Findings

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

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Department are described in Note 2 to the financial statements. As described in Note 1 to the financial statements, the Department changed accounting policies related to financial reporting by adopting the following Governmental Accounting Standards (GASB Statement) in 2021:

- GASB Statement No. 84, *Fiduciary Activities*
- GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*

To the Board of Directors  
of the Central County Fire Department  
Burlingame, California  
Page 2

- GASB Statement No. 90, *Majority Equity Interest*
- GASB Statement No. 91, *Conduit Debt Obligations*
- GASB Statement No. 93, *Replacement of Interbank Offered Rates*
- GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment*
- GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*
- GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*
- GASB Statement No. 98, *The Annual Comprehensive Financial Report*

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

Accounting estimates 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 Department's financial statements were:

- Pension plans (actuarial assumptions)
- Self-insurance liabilities (actuarial assumptions)
- Net Other Post-employment Benefits (OPEB) plan (actuarial assumptions)
- Depreciable lives and estimated residual value of capital assets

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

- Summary of Significant Accounting Policies
- Cash and Investments
- Net Position
- Pension Liabilities
- OPEB Liabilities

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

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

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

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not identify any misstatements during our audit.

*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 the management representation letter dated December 2, 2021.

*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 Department'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 of 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 Department'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 Matters

We applied certain limited procedures to management's discussion and analysis, budgetary comparisons, the schedule of the Department's proportionate share of net pension liability, the schedule of contributions for the Department's pension plan, the schedule of changes of the Department's net other postemployment benefits (OPEB) liability, and the schedule of contributions for the Department's OPEB plan which are required supplementary information (RSI) that supplements the basic financial statements.

To the Board of Directors  
of the Central County Fire Department  
Burlingame, California

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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 RSI and do not express an opinion or provide any assurance on the RSI.

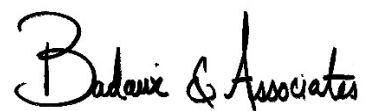
We were engaged to report on supplementary information (e.g., combining and individual nonmajor fund financial statements), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, 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.

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

Restriction on Use

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

Very truly yours,

A handwritten signature in black ink that reads "Badawi & Associates". The signature is stylized, with a large, looped "B" at the beginning.

Badawi & Associates, CPAs  
Berkeley, California  
December 2, 2021



AGENDA ITEM: 10b

## STAFF REPORT

MTG. DATE: Dec. 8, 2021

TO: Board of Directors

DATE: December 8, 2021

FROM: Jean Savaree, General Counsel

APPROVED BY: Ann Ritzma  
Ann E. Ritzma, CAO

SUBJECT: Resolution Finding that Meetings of the Fire Board via Teleconference protects against the ongoing and imminent health and safety risks posed by COVID-19 and determining that all such meetings will continue to be by teleconference pursuant to California Government Code Section 54953(e)

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### **Recommendation:**

Staff recommends that the Fire Board adopt the attached resolution, making the findings required under AB 361 (California Government Code Section 54953) to continue holding public meetings of the Fire Board by Zoom videoconference/teleconference to allow Board members, staff, and the public to attend meetings remotely.

### **Background and Discussion:**

On March 4, 2020, Governor Newsom declared a state of emergency in response to the COVID-19 pandemic and, on March 16, 2020, issued the first "shelter in place" order requiring people to stay home and not gather with people outside of their households. The following day, March 17, 2020, the Governor issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act, to allow local agencies to hold public meetings remotely by teleconference or video conference. Pursuant to that Order, and as it was subsequently amended and extended, the Fire Board has continued to meet exclusively via Zoom videoconference. These videoconferences also allow members of the public to participate by telephone.

On October 1, 2021, the Governor's Order allowing for remote meetings officially ended. However, prior to its expiration, on September 16, 2021, AB 361 was adopted on an emergency basis to allow local agencies the ability to continue meeting remotely beyond October 1, 2021, so long as:

- 1) the declared state of emergency remains in effect;
- 2) State or local officials have imposed or recommended measures to promote social distancing; and
- 3) the legislative body of the agency has determined, by majority vote, that meeting in person would present imminent risks to the health and safety of attendees.

Further, after making the findings above, the legislative body of the local agency must reconsider the decision to continue remote meetings and make either of the following additional findings every 30 days:

- 1) the state of emergency continues to directly impact the ability of the members to meet safely in person; or
- 2) State or local officials continue to impose or recommend measures to promote social distancing.

At the time that the legislative body of a local agency can no longer make these findings by majority vote, the agency must return to in-person meetings and any remote participation by a member of the board or committee will be subject to the standard Brown Act provisions related to remote participation; specifically that notice of a meeting be posted at, and the public be allowed to attend and participate from, the remote location from which the member of the body is participating.

As discussed in the San Mateo County Health Officer's most recent distancing order requiring face coverings in all indoor public settings (Order No. c19-12, dated August 2, 2021), the threat of COVID-19 transmission is still prevalent, particularly due to the B.1.617.2 (Delta) variant. The face covering mandate issued through Order No. c19-12 attempts to balance that threat of transmission with the "strategy to support the continued operations of businesses, activities, and schools." The Order finds that "Universal indoor use of face coverings, also known as masking, is the least disruptive and most immediately impactful additional measure to take."

On October 7, 2021, the Bay Area Counties – including Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, and Sonoma – announced that their respective Health Officers had reached consensus on the criteria for lifting indoor mask mandates. Specifically, indoor masking requirements will be rescinded when:

- 1) The jurisdiction reaches the moderate (yellow) COVID-19 transmission tier, as defined by the Centers for Disease Control & Prevention (CDC), and remains there for at least three weeks; and
- 2) COVID-19 hospitalizations in the jurisdiction are low and stable, in the judgment of the health officer; and
- 3) Either:
  - a. 80% of the jurisdiction's total population is fully vaccinated with two doses of Pfizer or Moderna or one dose of Johnson & Johnson (booster doses not considered); or
  - b. Eight weeks have passed since a COVID-19 vaccine has been authorized for emergency use by federal and state authorities for 5- to 11-year-olds.

While agreement on these criteria signals that San Mateo County may soon lift indoor making requirements for fully vaccinated people, the masking requirement remains in place and will likely remain in place until younger children (5- to 11-year-olds) are vaccinated. The Counties have also indicated that businesses, nonprofits, churches, and other entities that operate indoor public spaces will be permitted to impose their own masking and distancing requirements after the mandates are lifted. Further, all State mask requirements will remain in effect, meaning that unvaccinated people will be required to wear masks in indoor public spaces, and that everyone – regardless of vaccination status – will be required to wear a mask while in healthcare facilities, on public transit, and in adult and senior care facilities.

Much like the justification for implementing the face covering requirement articulated by the San Mateo County Health Officer, continuing to meet remotely is one of the least disruptive methods the Fire Board can utilize to protect against the ongoing threat of COVID-19 transmission. COVID-19 spreads easily and quickly through airborne droplets, particularly when indoors. While masks can suppress transmission, they cannot entirely eliminate the threat. Conducting meetings remotely allows attendees to fully participate in each meeting without requiring that they gather in the same indoor space. Further, it allows members of the Fire Board, Staff, and members of the public to

participate in meetings even if they have been exposed to COVID-19 or are experiencing symptoms of COVID-19.

### **Conclusion**

As the California state of emergency in response to COVID-19 remains effective and because the California Department of Public Health recommends – and the San Mateo County Health Officer requires – face coverings for certain people and for everyone in indoor public locations, Staff believes that the Fire Board can make the findings required under AB 361 to continue meeting remotely by teleconference/videoconference.

If the Fire Board approves the attached resolution, it will continue to hold meetings by videoconference. Because this authorization can last only 30 days, a similar resolution will appear on each of the Fire Board's agendas until the Board no longer finds it necessary to continue meeting remotely.

### **Attachments:**

1. Resolution Finding that Meetings of the Fire Board via Teleconference protects against the ongoing and imminent health and safety risks posed by COVID-19 and determining that all such meetings will continue to be by teleconference pursuant to California Government Code Section 54953(e)

**RESOLUTION NO. 21-10**

**RESOLUTION OF THE CENTRAL COUNTY FIRE DEPARTMENT FIRE BOARD FINDING THAT MEETINGS OF THE FIRE BOARD VIA TELECONFERENCE PROTECTS AGAINST THE ONGOING AND IMMINENT HEALTH AND SAFETY RISKS POSED BY COVID-19 AND DETERMINING THAT ALL SUCH MEETINGS WILL CONTINUE TO BE BY TELECONFERENCE PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54953(e)**

**WHEREAS**, on March 4, 2020, the Governor declared a state of emergency in response to the COVID-19 pandemic and California remains in a declared state of emergency; and

**WHEREAS**, on March 17, 2020, the Governor issued Executive Order N-29-20, temporarily suspending certain provisions of the Ralph M. Brown Act to allow local agencies to hold public meetings teleconference; and

**WHEREAS**, through subsequent Executive Orders, local agencies were able to continue holding public meetings by teleconference through September 30, 2021; and

**WHEREAS**, on an emergency basis, on September 16, 2021, the State adopted AB 361, codified at California Government Code Section 54953, which allows local agencies to continue meeting by teleconference under certain circumstances and after making certain findings; and

**WHEREAS**, the Central County Fire Department Fire Board has met by videoconference since March 2020 and found it to be an effective method of receiving public input, holding deliberations, and conducting the general business of the District; and

**WHEREAS**, remote meetings held by videoconference, which also allow attendees to participate by telephone, allow attendees of the meetings to avoid the risk of potential COVID-19 exposure and allows those that may have been exposed or experiencing symptoms of COVID-19 to participate in meetings without posing a threat to other attendees; and

**WHEREAS**, Order No. C19-12 of the San Mateo County Health Officer, which was issued August 2, 2021, remains in effect and “directs that face coverings shall be worn, regardless of vaccination status, over the mouth and nose, in all indoor public settings...”; and

**WHEREAS**, the San Mateo County Health Officer’s Order No. c19-12 was based on new evidence on the B.1.617.2 (Delta) variant of the COVID-19 virus which led the Center for Disease Control (CDC) to recommend face coverings for fully-vaccinated persons in indoor public settings and the California Department of Public Health to recommend universal masking in indoor public settings.

**NOW, THEREFORE, BE IT RESOLVED**, that Central County Fire Department Fire Board does find and declare as follows:

1. Since March 4, 2020, and continuing through the date of this Resolution, there has been a declared state of emergency in California in response to the COVID-19 pandemic; and
2. The California Department of Public Health continues to recommend face coverings be worn in indoor public settings as a social distancing measure; and
3. Order No. c19-12 of the San Mateo County Health Officer requires face coverings be worn in all indoor public settings and recommends face coverings in other settings and for specific at-risk groups; and
4. Holding meetings in person creates an imminent risk to the health and safety of attendees because, as stated in Order No. c19-12 of the San Mateo County Health



- Officer, "household transmission and small gatherings are major drivers of COVID-19 transmission in San Mateo County"; and
5. Holding remote meetings by videoconference/teleconference will prevent the possibility of COVID-19 transmission during those meetings and allow those who are at-risk or potentially suffering COVID-19 symptoms to participate in meetings without physically attending.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that the Fire Board directs that, for at least the next thirty days, after which time the Board will review and determine whether this action remains necessary to protect the health and safety of meeting attendees, the Fire Board shall hold meetings remotely by videoconference/teleconference. Any public comment period at any such meeting shall allow comments from members of the public attending remotely in the same form and fashion as would be taken during an in-person meeting. If at any time during any such meeting the ability to broadcast the meeting and accept public comments from remote attendees is disrupted, the Board shall recess until the disruption is resolved or continue the meeting to a later date when videoconference/teleconference participation can be restored.

Approved at a regular meeting of the Board of Directors by teleconference this 8th day of December, 2021.

Signed: \_\_\_\_\_

Ricardo Ortiz, Chair

Attest: \_\_\_\_\_

Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 21-10 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 8th day of December, 2021 by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____



AGENDA ITEM: 10c

## STAFF REPORT

MTG. DATE: Dec. 8, 2021

TO: Board of Directors

DATE: December 8, 2021

FROM: Bruce Barron, Fire Chief

APPROVED BY: Ann E. Ritzma  
Ann E. Ritzma, CAO

SUBJECT: Resolution Authorizing the Chief Administrative Officer or Her Designee to Enter into a Purchase Agreement with Golden State Fire Apparatus, Inc. for the Purchase of One Fire Engine

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### **Recommendation:**

Adopt a Resolution authorizing the Chief Administrative Officer or her designee to enter into a purchase agreement with Golden State Fire Apparatus, Inc. for the purchase of one fire engine for fiscal year 2021-22.

### **Background:**

The Department identified and budgeted for the replacement of one engine in fiscal year 2021-22. The determination is made based upon age, mileage (or hours), and usage. Apparatus are also reviewed for safety history and operating performance. The engine identified for replacement, (E-33), has exceeded the recommended lifespan for frontline service. The new apparatus will be assigned to Fire Station 33. There will be a natural rotation of apparatus, placing the newer apparatus as the frontline and rotating older ones into reserve positions.

The new fire engine, similar to existing fire department apparatus, will be purchased from a vendor who manufactures the complete fire engine. All systems are designed and integrated as one composite unit without making any compromises to the integrity of the engine. Where there is a customer warranty or service-related problem, there is only one call to make. The Purchase Agreement with Golden State Fire Apparatus, Inc. (Attachment 3) includes the purchase of one fire engine (Arrow XT 1500 GPM Pumper).

Pursuant to the proposal (Attachment 2), the Department has two options for payment. The original base price of the engine (before taxes) is \$673,372.47. CCFD will receive a discount of \$36,557.00 (H-GAC contract discount) and an additional \$24,965.59 discount if payment is made in full upon execution of the contract. The final price including taxes and the addition of fire curtains will be \$738,195.08 as shown in the proposal (Attachment 2). Staff recommends that the Department take advantage of the lower pricing provided for by paying in full upon execution of the contract. The engine will be delivered within 455 to 515 days of the effective date of the agreement. Section 6 (Cancellation/Termination) of the proposal (Attachment 2) defines the cancellation fee, which ranges from 10-50% if the Department terminates the contract.

Once delivered, the Department has 15 days to inspect the engine to ensure that it is in substantial conformance with the mutual specifications. Any deficiencies are required to be remedied within 30 days.

The proposed acquisition utilizes a cooperative inter-agency agreement known as “piggy back”. Through such a cooperative agreement, the Department is able to “piggy back” on the base price bid awarded by Houston-Galveston Area Council (H-GAC) to Golden State Fire Apparatus, Inc. and has the ability to add or subtract options based on Central County Fire Department’s requirements. This makes the cooperative inter-agency purchase agreement process very cost-effective in terms of both staff time and purchase price. As a unit of local government, H-GAC strives to make the governmental procurement process more efficient by establishing competitively priced contracts for goods and services and providing the customer service necessary to help the collaborative agencies achieve their procurement goals. All contracts available to participating members of H-GAC have been awarded through a public competitive procurement process that complies with state statutes.

**Fiscal Impact:**

The adopted FY 2021-2022 budget included full funding for the purchase of one fire engine in the amount of \$770,000. The full cost for the engine and equipment from Golden State Fire Apparatus is \$738,195.08 and includes the discount for full payment at contract execution.

**Attachments:**

1. Resolution Authorizing the Chief Administrative Officer or Her Designee to Enter into a Purchase Agreement with Golden State Fire Apparatus, Inc. for the Purchase of one fire engine and authorize full payment of the purchase at the execution of the contract for cost savings.
2. Proposal from Golden State Fire Apparatus for Pierce Fire Apparatus dated November 2, 2021
3. Purchase Agreement between Golden State Fire Apparatus and Central County Fire Department

**RESOLUTION NO. 21-11**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE  
DEPARTMENT AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER OR HER  
DESIGNEE TO ENTER INTO A PURCHASE AGREEMENT WITH GOLDEN STATE FIRE  
APPARATUS, INC. FOR THE PURCHASE OF ONE FIRE ENGINE**

**RESOLVED**, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

**WHEREAS**, one existing fire engine is scheduled for replacement in the FY 2021-22 budget; and

**WHEREAS**, CCFD desires to use the cooperative purchasing method, utilizing the bidding process through Houston-Galveston Area Council (H-GAC) program and bid awarded to Golden State Fire Apparatus, Inc., to purchase one fire engine in the most cost effective and efficient manner; and

**WHEREAS**, CCFD wishes to enter into a Purchase Agreement with Golden State Fire Apparatus, Inc., to purchase one fire engine; and

**WHEREAS**, CCFD has budgeted \$770,000.00 for this purchase.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors of the Central County Fire Department adopts this resolution to authorize the Chief Administrative Officer or her designee to enter into a Purchase Agreement with Golden State Fire Apparatus, Inc. for the purchase of one fire engine for the contract price \$738,195.08.

Approved at a regular meeting of the Board of Directors by teleconference this 8<sup>th</sup> day of December 2021.

Signed: \_\_\_\_\_  
Ricardo Ortiz, Chair

Attest: \_\_\_\_\_  
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 21-11 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 8<sup>th</sup> day of December 2021 by the following vote of the members thereof:

AYES: Board Members: \_\_\_\_\_

NOES: Board Members: \_\_\_\_\_

ABSENT: Board Members: \_\_\_\_\_

ABSTAIN: Board Members: \_\_\_\_\_

## PURCHASE AGREEMENT

This Purchase Agreement (together with all attachments referenced herein, the "Agreement"), is made and entered into by and between Golden State Fire Apparatus Inc., a California corporation ("GSFA"), and CENTRAL COUNTY FIRE DEPARTMENT ("Customer").

1. Product Proposal. Prior to entering into this Agreement, GSFA and Customer entered into a product proposal (the "Proposal"), which is attached hereto as Exhibit A and incorporated herein by reference. All of the provisions, terms, and conditions contained in the Proposal are incorporated into this Agreement, and any capitalized terms used in this Agreement but not expressly defined in this Agreement shall have the meanings ascribed to them in the Proposal. The provisions contained in the body of this Agreement are intended to supplement the terms and conditions contained in the Proposal.

### 2. Definitions.

- a. **"Product"** means the fire apparatus and any associated equipment listed on Exhibit A, attached hereto, and further described in the Specifications.
- b. **"Specifications"** means the specifications for the Product, which are set forth in Exhibit B, attached hereto.
- c. **"Delivery"** means the delivery of the Product to Customer by GSFA, as set forth in Section 9(a) of this Agreement.
- d. **"Acceptance"** means Customer's receipt of the Product, subject to the inspection provisions contained in Section 9 of this Agreement.

3. Purpose. This Agreement sets forth the terms and conditions of GSFA's sale of the Product to the Customer.

4. Term of Agreement. This Agreement will become effective on the date it is signed by both Customer and GSFA ("Effective Date") and, unless earlier terminated pursuant to the terms of this Agreement, it will terminate upon payment in full of the Purchase Price and Customer's Acceptance of the Product.

5. Purchase and Payment. The Customer agrees to purchase the Product specified on Exhibit A for the price shown on Exhibit A (the "Purchase Price") and pursuant to the payment terms set forth in Exhibit A.

6. Confirmation and Delivery Date. Within fourteen (14) days after the Effective Date, GSFA will provide Customer with a written confirmation (the "Confirmation Notice") of the order, a job order number, and the date on which GSFA will deliver the Product to Customer (the "Delivery Date") in accordance with Section 9 below.

7. Changes Required by New Standards. The Purchase Price shall be subject to increase in the event any governmental entity or trade association, including, but not limited to, the NFPA, DOT, and EPA, issues new regulations which pertain to the Product. GSFA shall promptly notify Customer when it becomes aware of any potential or required change in regulations that would impact the product purchased. In the event of any such change in the regulations, GSFA shall send Customer an invoice for any change to the Purchase Price, which, to the extent practicable, shall itemize any such price increases. The invoice will specify a commercially reasonable date by which Customer must pay the increase in the Purchase Price, subject to Customer's right to terminate as set forth in Exhibit A.

8. Order Changes. The Customer may request that GSFA incorporate a change to the Product or the Specifications for the Product by delivering a written change order to GSFA, which shall include a description of the proposed change sufficient to permit GSFA to evaluate the feasibility of such change (a "Change Order"). GSFA will provide Customer a written response (a "Response") stating (i) whether GSFA will accommodate such Change Order (which GSFA may decide in its sole and absolute discretion) and (ii) the terms of the modification to the order, including any increase or decrease in the Purchase Price resulting from such Change Order, a commercially reasonable date on which any increase in the Purchase Price must be paid, and any effect on production scheduling or Delivery resulting from such Change Order. Customer shall have seven (7) days after receipt of the Response to notify GSFA as to whether Customer desires to make the changes GSFA has approved in the Response. In the event Customer counter-signs GSFA's Response, Customer shall pay the increase (or be refunded the decrease) in the Purchase Price by the date specified in the Response.

### 9. Delivery, Inspection and Acceptance.

(a) Delivery. Delivery of the Product shall occur on or before the Delivery Date at the location listed in Exhibit A. Risk of loss shall pass to Customer upon Delivery. However, title to the Product shall only pass to Customer upon Delivery if Customer has then fully paid GSFA all amounts due hereunder. If Delivery occurs before Customer has fully paid all amounts due hereunder, Customer may not place the Product into service until all such amounts have been paid.

(b) Inspection and Acceptance. Upon Delivery, Customer shall have fifteen (15) days within which to inspect the Product for substantial conformance to the Specifications, and in the event of substantial non-conformance to the Specifications to furnish GSFA with written notice sufficient to permit GSFA to evaluate such non-conformance ("Notice of Nonconformance to Specifications"). Any Product not in substantial conformance to material Specifications shall be remedied by GSFA within thirty (30) days from the Notice of Nonconformance to Specifications. In the event GSFA does not receive a Notice of Nonconformance to Specifications within fifteen (15) days of Delivery, Product will be deemed to be in conformance with Specifications and accepted by Customer.

10. Manufacturer's Statement of Origin. It is agreed that the manufacturer's statement of origin ("MSO") for the Product covered by this Agreement shall remain in the possession of GSFA until Customer has fully paid GSFA all amounts due for the Product and Delivery has occurred. In the event Delivery has occurred but Customer does not make timely payment, GSFA may take back possession of the Product, wherever located.

11. Notice. Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

GSFA:

Golden State Fire Apparatus Inc.  
7400 Reese Road  
Sacramento, CA 95828

Customer:

See Address in Exhibit A

12. Standard Warranty. Any applicable manufacturer warranties are attached hereto as Exhibit C and made a part hereof. Any additional warranties must be expressly approved in writing by GSFA.

a. Disclaimer. OTHER THAN AS EXPRESSLY SET FORTH IN THIS AGREEMENT, GSFA, ITS AFFILIATES, AND THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS OR REPRESENTATIVES, DO NOT MAKE ANY EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCT PROVIDED HEREUNDER OR OTHERWISE REGARDING THIS AGREEMENT, WHETHER ORAL OR WRITTEN, EXPRESS, IMPLIED OR STATUTORY. WITHOUT LIMITING THE FOREGOING, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, THE IMPLIED WARRANTY AGAINST INFRINGEMENT, AND THE IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES CONSULTANTS OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

b. Exclusions of Incidental and Consequential Damages. In no event shall GSFA be liable for consequential, incidental or punitive damages incurred by Customer in connection with any matter arising out of or relating to this Agreement, or the breach thereof, regardless of whether such damages arise out of breach of warranty, contract, indemnity, whether resulting from non-delivery or from GSFA's own negligence, or otherwise.

13. Indemnification of GSFA. Customer shall indemnify, defend, and hold harmless GSFA, its agents, servants, successors and assigns from and against all losses, damages, injuries, claims, demands and expenses, including legal expenses, of whatever nature ("Damages") to the extent Damages arise out of Customer's negligent use, storage, or operation of the Product following Delivery, regardless of where, how, and by whom operated. The indemnification and assumptions of liability and obligation herein provided shall continue in full force and effect notwithstanding the termination of this Agreement, whether by expiration of time, by operation of law or otherwise. This provision is not intended to constitute the exclusive remedy of the parties under this Agreement; the parties may seek indemnity from one another under other legal principals, whether based in equity or law, so long as they do not nullify or cancel the effects of this paragraph.

14. Force Majeure. GSFA shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond GSFA's and manufacturer's control and which make GSFA's performance impracticable, including but not limited to wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, delays in transportation, inability to obtain necessary labor supplies or manufacturing facilities, allocation regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.

15. Assignment. Neither party may assign its rights and obligations under this Agreement unless it has obtained the prior written approval of the other party.

16. Governing Law; Jurisdiction. Without regard to any conflict of laws provisions, this Agreement is to be governed by and under the laws of the state of California.

17. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original (including copies sent to a party by electronic transmission) as against the party signing such counterpart, but which together shall constitute one and the same instrument.

18. Entire Agreement; Amendments. This Agreement, including its exhibits, is the exclusive agreement between the parties for the Product. No change in, modification of, or revision of this Agreement shall be valid unless in writing and signed by GSFA's authorized representative.

Accepted and agreed to:

**GSFA:**

GOLDEN STATE FIRE APPARATUS INC.,  
a California corporation

\_\_\_\_\_  
Name: \_\_\_\_\_  
Dated: \_\_\_\_\_

**CUSTOMER:**

**CENTRAL COUNTY FIRE DEPARTMENT**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated: \_\_\_\_\_



#### **PROPOSAL PREPARED FOR**

Central County Fire Department  
Pierce Manufacturing, Inc.  
Arrow XT 1500 GPM Pumper  
HGAC FS12-19, Code FS19VC07  
November 2, 2021

#### **SALES CONSULTANT**

*Rich Myers*  
**Golden State Fire Apparatus, Inc.**  
7400 Reese Road  
Sacramento, CA 95828  
831.251.8931 Cell  
[rich@goldenstatefire.com](mailto:rich@goldenstatefire.com)

#### **PARTS, SERVICE & SUPPORT**

**Golden State Emergency Vehicle Service, Inc.**  
7400 Reese Road  
Sacramento, CA 95828  
916.330.1638 Office  
[parts@goldenstatefire.com](mailto:parts@goldenstatefire.com)



**PROPOSAL PREPARED FOR:**

**Central County Fire Department**  
1399 Rollins Road  
Burlingame, CA 94010

Submitted Date:	November 2, 2021
Proposal Number:	41102-21
Expiration Date:	<b>December 15, 2021</b>
Sales Consultant:	Rich Myers

We hereby propose and agree to furnish, after your acceptance of this proposal and the proper execution by the CENTRAL COUNTY FIRE DEPARTMENT, hereinafter called "Customer" and an officer of Golden State Fire Apparatus, Inc., hereinafter called "GSFA", the following fire apparatus and equipment, hereinafter called "Product":

#	Description	Price
A	One (1) Pierce Manufacturing, Inc. Arrow XT 1500 GPM Pumper	734,895.06
B	Discount for HGAC FS12-19, Code FS19VC07	(36,557.00)
C	Discount For 100% Pre-Payment at Time of Order	(24,965.59)
<b>SUBTOTAL</b>		<b>673,372.47</b>
9.625% State Sales Tax		64,812.10
California Tire Fee		10.50
<b>GRAND TOTAL</b>		<b>738,195.08</b>



**PROPOSAL SUMMARY**

This proposal includes the following items in accordance with the specifications hereto attached:

- Fire apparatus and equipment
- 100% performance bond
- Factory final inspection trip
- Pre-delivery inspection/services by GSFA
- Delivery to GSFA service center in Sacramento
- Final delivery from service center to Customer
- Demonstration and familiarization of the Product
- California Tire Fee

**PRODUCT COMPLETION**

Product shall be built in accordance with the specifications hereto attached, delays due to acts of God, strikes, war, or intentional conflict, failures to obtain chassis, materials, unusual weather conditions or other causes beyond GSFA's control not preventing, within approximately **455 to 515 CALENDAR DAYS** after receipt of this order and the acceptance thereof at our Sacramento, California office. Within thirty (30) calendar days after receipt of this order and acceptance thereof, GSFA shall submit to Customer a production schedule including tentative pre-construction conference, final inspection and final delivery dates.

**DELIVERY LOCATION**

Product shall be shipped in accordance with the specifications hereto attached and be delivered to you at **BURLINGAME, CALIFORNIA**. Proof of insurance must be demonstrated by the Customer to GSFA prior to transferring of the Product(s).

## ACCEPTING THIS PROPOSAL

In the event Customer wishes to purchase the Product described in this Proposal and the attached specifications, then, prior to the expiration date listed on page 2 of this Proposal, Customer shall sign and return this Proposal. Thereafter, GSFA and Customer will endeavor to enter into a purchase agreement incorporating this Proposal and including additional terms (a "Purchase Agreement"). If Customer returns a signed copy of this Proposal alone, GSFA will send Customer its form of Purchase Agreement for Customer's review and signature. **If Customer desires to use its standard form of purchase order as the Purchase Agreement, then Customer should return a signed copy of this Proposal along with a copy of such purchase order. All purchase orders shall be made out to GSFA.** GSFA will review such purchase order and contact the Customer regarding any required revisions. Only upon a full execution of a Purchase Agreement shall GSFA and Customer be obligated to purchase and sell the Product set forth in this Proposal.

## TERMS AND CONDITIONS

The following Terms and Conditions are hereby made part of this Proposal:

### 1. Payment Terms, 100% Pre-Payment at Time of Order –

Customer shall pay the amount listed on page one of this Proposal, which includes: (i) the total price for the Product (the "Purchase Price"), (ii) the estimated state sales tax on the Product, and (iii) the California tire fee (together with the Purchase Price and estimated state sales tax, the "Grand Total") within fifteen (15) calendar days from the date on which the Purchase Agreement is fully executed. The proposed delivery timeframe for the Product, which is outlined on page one of this Proposal, shall not begin until full payment of the Grand Total is received. In the event Customer does not pay GSFA the Grand Total in the timeframe set forth in this Section 1, GSFA may, in its sole discretion, cancel the Purchase Agreement entered into between the parties.

**2. Multiple Unit Purchase –** If the Purchase Price includes pricing for multiple units, the price stated on this Proposal shall only be valid if the quantity of Products being proposed are purchased at the same time, pursuant to the same Purchase Agreement.

**3. Stock / Demo Units –** If applicable, any stock/demo units, including those identified by this Proposal, are available for sale on an as-is, first-come and first served-basis. Regardless of this Proposal, the first Customer to enter into a Purchase Agreement identifying any such stock/demo units shall obtain said units.

**4. Order Changes –** The Customer may request that GSFA incorporate a change to the Product or the Specifications for the Product by delivering a written change order to GSFA, which shall include a description of the proposed change sufficient to permit GSFA to evaluate the feasibility of such change (a "Change Order"). GSFA will provide Customer a written response (a "Response") stating (i) whether GSFA will accommodate such Change Order (which GSFA may decide in its sole and absolute discretion) and (ii) the terms of the modification to the order, including any increase or decrease in the Purchase Price resulting from such Change Order, and any effect on production scheduling or Delivery resulting from such Change Order. Customer shall have seven (7) days after receipt of the Response to notify GSFA as to whether Customer desires to make the changes GSFA has approved in the Response. In the event Customer counter-signs GSFA's Response, Customer shall pay the increase (or be refunded the decrease) in the Purchase Price prior to final delivery to Customer location.

**5. Force Majeure –** GSFA shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond GSFA's and manufacturer's control and which make GSFA's performance impracticable, including but not limited to wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, delays in transportation, inability to obtain necessary labor supplies or manufacturing facilities, allocation regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.

**6. Cancellation/Termination –** In the event Customer and GSFA enter into a Purchase Agreement and Customer thereafter cancels or terminates the Purchase Agreement, GSFA will charge a cancellation fee as follows: (a) 10% of the Purchase Price after order is accepted and entered by GSFA; (b) 20% of the Purchase Price after completion of the pre-construction phase of the order process; and (c) 50% of the Purchase Price after the requisition of any materials or commencement of any manufacturing or assembly of the Product by either GSFA or the manufacturer of the Product. The tier of cancellation fee applicable to any cancellation shall be in the sole and absolute discretion of GSFA.

**7. State Sales Tax –** Customer shall be responsible for the cost of state sales tax associated with, or attributable to the Product. The taxes owed by Customer for the Product is subject to adjustment for the applicable state sales tax rate in effect when the Product is delivered to the Customer. Therefore, the sales tax will be increased or decreased at the time of delivery if a change in the sales tax rate has occurred, in which case Customer shall pay GSFA (or be refunded by GSFA) the applicable change in sales tax.

**8. Proposal Expiration –** After the Expiration Date shown on page one of this Proposal, Customer shall require GSFA's written consent to accept this Proposal.

**9. Governing Law –** This Proposal is to be governed by and under the laws of the state of California.

Thank you for providing Golden State Fire Apparatus, Inc. with the opportunity to provide this proposal. If you have any questions regarding the options presented or need additional options, please contact me.

Sincerely,



Rich Myers  
Golden State Fire Apparatus, Inc.

I, \_\_\_\_\_ authorized representative of CENTRAL COUNTY FIRE DEPARTMENT agrees to purchase the proposed Product(s) and agree to the terms and conditions of this proposal and the specifications hereto attached.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



AGENDA ITEM: 11a

## STAFF REPORT

MTG. DATE: Dec. 8, 2021

**TO:** Board of Directors  
**DATE:** December 8, 2021  
**FROM:** Jan Cooke, Finance Director  
Bruce Barron, Fire Chief

**APPROVED BY:** Ann Ritzma  
Ann E. Ritzma, CAO

**SUBJECT:** Pension Update

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### **Recommendation:**

For information only; no action required.

### **Background:**

#### **Summary**

The Finance Director will provide an informational update on Central County Fire Department's (CCFD) CalPERS pension obligation and recent CalPERS updates.

CalPERS is completing its extensive Asset Liability Management (ALM) review in 2021, which is conducted every four years and is used to determine any changes to policies, funding, and discount rate changes. The CalPERS Board reviewed proposed changes at its November 15, 2021, meeting. Several changes have been approved and/or are requiring further review before adoption by the CalPERS Board.

Should more conservative assumptions be adopted by CalPERS, the annual required contribution (and the pension liability) from cities and special districts would increase. Based on the actuarial pension disclosure in CCFD's Annual Comprehensive Financial Report on June 30, 2021 (agenda item for adoption in this Board agenda), a 1% change in discount rate equates to a difference of approximately \$20 to \$26 million to the pension liability.

	<b>1% Decrease (6.15%)</b>	<b>Current Discount Rate (7.15%)</b>	<b>1% Increase (8.15%)</b>
<b>Net Pension Liability</b>	\$75,184,243	\$49,966,510	\$29,270,813

Pension analysis was reviewed by the Board in 2019 and 2020. At its April 2019 meeting, the Board received a pension pre-funding presentation that included various strategies for pre-funding. As was modeled in the presentation, CCFD would save between \$314k and \$645k, depending on the

strategy employed, from pre-funding \$1 million in pension costs. At that time, the Board directed the City Managers to determine whether each city could afford to pre-fund the CCFD pension costs. Any pre-funding strategy results in additional contributions made up front to CalPERS or a Section 115 Pension Trust with the benefit of offsetting long-term liabilities or budget impacts. The City Managers of all three cities subsequently discussed pre-funding, and it was determined that the City of Millbrae was not in a financial position to pre-fund pensions at that time. During the FY 2020-21 budget development, COVID-19 impacted city revenues more severely, and the City of Millbrae indicated that it was not able to contribute anything more than what was required for the budget. At the September 9, 2020, Board meeting, the Board discussed the analysis and determined to defer pre-funding until the economic impact affecting the cities from COVID-19 improves.

### **Next Steps**

Due to their valuation cycle, CalPERS actuarial valuation reports will not reflect the impact of any ALM policy changes until the August 2023 publication. To get ahead of the information staff will hire a third-party actuary to prepare projections that incorporate the ALM changes for review by the CCFD board. The timing will depend on when the CalPERS board completes their adoption of the new policies and the timing for preparation of the actuarial report by a third-party actuary. Staff will bring back to a future board meeting the CalPERS board decisions, an actuarial projection that quantifies the future annual contributions so that the budget impact and mitigation strategies can be analyzed.

### **Fiscal Impact:**

There is no fiscal impact associated with this agenda item. The third-party actuarial valuation is an unbudgeted item for FY 2021-22 budget. The budget will be monitored, and a budget amendment will be brought forward if needed.

### **Attachments:** None



AGENDA ITEM: 11c

## STAFF REPORT

MTG. DATE: Dec. 8, 2021

TO: Board of Directors

DATE: December 8, 2021

FROM: Bruce Barron, Fire Chief

APPROVED BY: Ann Ritzma  
Ann E. Ritzma, CAO

SUBJECT: Discussion for Procurement of Self-Contained Breathing Apparatus (SCBA)

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### **Recommendation:**

Approve a budget amendment for the procurement of respiratory protection equipment including Self Contained Breathing Apparatus in FY21-22. Purchasing the new equipment was planned for FY 22-23, but sufficient asset reserves and grant funds are available now.

If a purchase was made in FY 21-22, staff is asking for authority to explore a joint procurement process with San Mateo Consolidated Fire (SMC) for to purchase all necessary respiratory protection equipment and leverage the grant funding and individual agency funding. If a joint purchase proves to be advantageous, CCFD would enter into an agreement with SMC Fire for the purchase.

### **Background:**

The primary piece of equipment utilized by members of the Central County Fire Department to protect themselves from respiratory hazards while operating at an emergency scene is the self-contained breathing apparatus (SCBA). SCBA are currently carried on all emergency response apparatus and command vehicles. We also outfit reserve apparatus and maintain a cache of spare and training SCBA.

The majority of CCFD SCBA units that are in-service were purchased in 2008. The SCBA pack (harness and regulator assembly) does not have an expiration date, but technologies become outdated, repairs and out of service time increase, and parts become more difficult to acquire. The purchase cycle for SCBA is more realistically set by the hydrostatic testing limitations of the cylinder. SCBA cylinders have a fixed 15-year lifespan. In the CCFD inventory, there are proportionally more than twice as many cylinders versus harness/regulator assemblies. Thus, it makes sense to purchase on the 15-year cycle and not get these two SCBA components out of sync. The majority of CCFD SCBA cylinders must be taken out of service in 2023.

In 2017, with a projected cost of \$1.275M, CCFD began funding capital replacement of SCBA with an anticipated procurement in FY22-23. The project includes SCBA (harness/regulator assemblies, cylinders, face pieces, etc.) and replacement of the breathing air compressors utilized to refill cylinders. CCFD are funded on schedule and would be able to complete this project as planned with capital funds without the grant awards.

Concurrent with capital funding, staff pursued grant funding to address these needs. In 2019, CCFD submitted a FEMA Assistance to Firefighters Grant (AFG) jointly with San Mateo Consolidated Fire for funding that would cover the entire project cost for both agencies. The grant was not funded. In 2020 CCFD submitted a second joint AFG Grant with SMC Fire. The request was for the minimum funding to outfit front line apparatus. This grant application was successful. SMC Fire is the host applicant for the grant funding and will run the procurement process. The CCFD portion of the 2020 FEMA AFG Grant award is \$238,228.30. Per the terms of the award, CCFD has an agreement in place to provide 10% in matching funds to SMC once the purchase is completed (\$22,822.83). With this grant funding, CCFD will be able to purchase roughly 40% of the needed SCBA packs, cylinders and facepieces.

In 2020 CCFD submitted a request for Urban Areas Security Initiative (UASI) grant funding through San Mateo County OES. This request, which was approved, is for replacement of the six SCBA pack and cylinders along with other specialized supplied breathing air equipment on the USAR rescue apparatus. USAR133 is considered a regional resource by UASI which qualified it for this award of \$92,337.

The two grant awards leave CCFD with an estimated funding gap of \$702,000 to fully equip the department including reserve apparatus and training and spare needs. The estimated gap includes: 1. Equipment cost increases over the past year and during the grant application process and actual procurement which reduce the number of units the funds can purchase; 2. Evaluation of individual deployment of breathing regulators versus sharing apparatus regulators; and 3. Redundancy needs for fill stations - two compressor fill stations or replacing all three existing units.

CCFD may have an opportunity to partner with SMC Fire to purchase all the necessary SCBA equipment. Partnering with SMC for this purchase will save CCFD administrative time as SMC Fire will be responsible for the procurement process. Partnering may also lead to best possible pricing based upon the size of the combined purchase. If there is no partnership, CCFD may need to run a separate procurement process to complete the project. In either event CCFD would be looking to access the capital funds set aside for FY22-23 early, in the first half of 2022.

The breathing air compressor purchase and installation noted in the funding analysis is not part of the joint purchase. Compressor replacements are currently estimated at \$125,000 and staff will return at a future meeting to request the necessary funding

### **Fiscal Impact:**

The SCBA equipment is scheduled to be replaced in FY 2022-23. If replaced in FY 2021-22, the Board will need to adopt a budget amendment for the spending in the Asset Replacement Fund for the estimated amount of the purchase. CCFD has been funding the Asset Replacement reserves for this purchase and has \$726k reserved thru FY 2021-22 for this equipment. Although the purchase is accelerated by one year, there are adequate reserves to execute the purchase. The ending reserve balance for Asset Replacement on

June 30, 2021 (audited financial statements) was more than originally projected due to an additional \$135k that was received as reimbursement for use of the engines from Cal-OES on the strike team fires.

Respiratory equipment	931,812.50
Compressor fill stations	125,000.00
TOTAL Project	1,056,812.50

AFG Grant (joint with SMC)	238,228.30
UASI Grant	92,337
TOTAL Grant Funds received	330,605.30

CCFD AFG Grant matching funds	23,822.83
CCFD procurement cost	702,384.37
TOTAL CCFD Capital Fund cost	726,207.20

**Attachments:**

None