

# Sonoma Valley Fire District

Board of Directors Meeting

March 11, 2025





**Sonoma Valley Fire District  
Board of Directors Meeting**

March 11, 2025  
TABLE OF CONTENTS

Regular Meeting Agenda ..... Page 2

Item 7a - Agenda Summary - Approval of Meeting Minutes..... Page 4

Item 7a - 01.14.25 Regular Meeting Minutes & Chief’s Report ..... Page 5

Item 8a - Agenda Summary - 03.11.25 Chief’s Report ..... Page 7

Item 8a - 03.11.25 Chief’s Report..... Page 8

Item 10a - Agenda Summary - SVFD 2023/2024 Financial Audit Report..... Page 23

Item 10a - SVFD 2023/2024 Financial Audit Report ..... Page 24

Item 10b - Agenda Summary - Fire Prevention Battalion Chief..... Page 83

Item 10b - Fire Prevention Battalion Chief, Job Summary ..... Page 84

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**MEETING AGENDA  
SONOMA VALLEY FIRE DISTRICT  
BOARD OF DIRECTORS**

Tuesday, March 11, 2025 at 6:00 P.M.  
Location: Sonoma Valley Fire District Station 1  
630 2<sup>nd</sup> Street W., Sonoma, CA 95476

This meeting is being conducted in person with videoconference capabilities in accordance with the Ralph M. Brown Act, California Government Code Section 54950, et seq. Agenda, Zoom link, and board packet materials are available at the following website: <http://sonomavalleyfire.org>

To join by phone: 1-669-900-9128

Meeting ID: 914 153 1767

Meeting Passcode: 3300

1. **Call to Order**

2. **Roll Call and Determination of a Quorum**

Board of Directors: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Brian Brady, Mark Emery, Nick Greben, Terrence Leen.

3. **Pledge of Allegiance**

4. **Confirmation of Agenda**

Opportunity for the Board to reorder agenda items.

5. **Comments from the Public**

*(At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors.)*

6. **Presentations**

a) Audit firm Chavan & Associates, LLP to present the Sonoma Valley Fire District financial audit for fiscal year 2023/2024. At the conclusion of the presentation the Board will be asked to accept the 2023/2024 Sonoma Valley Fire District financial audit. **See item 10a.**

7. **Consent Calendar**

a) Approval of minutes from the regular meeting held on, February 11, 2025. **Action Item**

8. **Fire Chief's Monthly Report**

February 2025 Chief's Report

9. **Old Business**

10. **New Business**

- a) Accept Fiscal Year 2023/2024 SVFD District Audit. **Action Item**
- b) Reclassification of current Fire Prevention Inspector position to rank of Battalion Chief. **Action Item**

11. **Other Business to Come before the Board**

12. **Comments from the Floor**

13. **Comments/Reports from the Board**

14. **Closed Session**

15. **Adjournment**

This meeting will be adjourned to a regular Board meeting on April 8, 2025 at 6:00 p.m. in the Training Room of Sonoma Valley Fire District, Station 1, located at 630 2<sup>nd</sup> Street West, Sonoma, CA.

*Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://sonomavalleyfire.org>.*



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 March 11, 2025

<b>Agenda Item No.</b>	<b>Staff Contact</b>		
7a	Maci Bettencourt, Clerk of the Board		
<b>Agenda Item Title</b>			
Approval of the regular meeting minutes held on February 11, 2025.			
<b>Recommended Actions</b>			
Approve the minutes			
<b>Executive Summary</b>			
The minutes have been prepared for Board review and approval.			
<b>Alternative Actions</b>			
Correct or amend minutes prior to approval			
<b>Strategic Plan Alignment</b>			
<b>Fiscal Summary – FY 24/25</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
Not Required			
<b>Attachments</b>			
1. Minutes for February 11, 2025 regular meeting			

# SONOMA VALLEY FIRE DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

Tuesday, February 11, 2025

**Meeting was held in person at Station 1, 630 2<sup>nd</sup> Street W, Sonoma, Ca. 95476  
and via video conference for general public access.**

**Join by phone: 1-669-900-9128 | Meeting ID: 914 153 1767 | Meeting Passcode: 3300**

### 1. Call to Order

President Norton called meeting to order at 6:02 PM

### 2. Roll Call and Determination of a Quorum

Board of Directors present: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson Director Brian Brady, Director Nick Greben, and Director Terrence Leen. Board of Directors excused: Director Mark Emery.

### 3. Pledge of Allegiance

The Pledge of Allegiance was led by Director Leen and recited by all.

### 4. Confirmation of Agenda

No changes

### 5. Comments from the Public

Public and staff present/virtual: Chief Steve Akre, DC Bob Norrbom, BC Brian Cyr, BC Sean Lacy, CFO Jennifer Jason, TO Luke Loftus, Captain Gary Johnson, Captain Jason Campbell, Captain Chris Derner, Captain Laura Banuelos, Captain Mason Lewis, Volunteer Chris Landry, and Sonoma Index-Tribune Reporter, Isabel Beer.

No comments heard from the public.

### 6. Presentations

None

### 7. Consent Calendar

a) Board reviewed and approved the meeting minutes from the regular board meeting held on January 14, 2025. **M/S/P Johnson/Greben - 5 ayes/1 abstained/1 excused**

### 8. Fire Chief's Monthly Report

Monthly Chief's Report attached.

### 9. Old Business

None

### 10. New Business

a) Director Johnson motioned to accept the revised Procurement Policy with corrections to include small formatting errors, updating Division Chief to Deputy Chief, and edit section B, item 3, to spell out fifty thousand. **M/S/P Johnson/Leen - 6 ayes/1 excused**

**11. Other Business to come before the Board**

None

**12. Comments from the Floor**

None

**13. Comments/Reports from the Board**

None

**14. Closed Session**

None

**15. Adjournment**

**M/S Leen/Norton – 6 ayes/1 excused**

Meeting was adjourned at 6:40pm to a regular Board meeting on March 11, 2025, at 6:00 p.m. This meeting will be conducted in person with videoconference capabilities available to the public. *Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website: <http://sonomavalleyfire.org> under the Governance tab.*

Respectfully submitted,

Maci Bettencourt  
Clerk of the Board



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 March 11, 2025

<b>Agenda Item No.</b>	<b>Staff Contact</b>		
8a	Steve Akre, Fire Chief		
<b>Agenda Item Title</b>			
Monthly Fire Chief's Report			
<b>Recommended Actions</b>			
None			
<b>Executive Summary</b>			
<p>The monthly Fire Chief's report is crucial for maintaining transparency and accountability within the District. It provides an overview of current administrative updates, incident responses, budget and financial status, personnel changes, training activities, and the status of buildings and land. Additionally, it covers equipment readiness, fire prevention initiatives, community outreach efforts, and events hosted by the fire association. This comprehensive report ensures that all stakeholders are informed about the department's operations, challenges, and achievements, fostering better decision-making and community trust.</p>			
<b>Alternative Actions</b>			
None needed			
<b>Strategic Plan Alignment</b>			
<b>Fiscal Summary – FY 24/25</b>			
<b>Expenditures</b>			
Budgeted Amount	\$	<b>Funding Source(s)</b>	\$
Add. Appropriations Req'd.	\$	District General Fund	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
Not Required			
<b>Attachments</b>			
1. Monthly Fire Chief's Report - 03.11.25			





# Sonoma Valley Fire District

*Proudly Serving the Communities of*

Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and  
Mayacamas



DATE: 3/11/2025  
TO: Sonoma Valley and Kenwood Board of Directors  
FROM: Chief Akre  
SUBJECT: Monthly Activity Report – February 2025

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A. ADMINISTRATIVE:

1. SDC: We have fully executed the contract extension for one more (and final) year through 7/1/2025. At the request of the State we are currently staffing SDC (Station 10) on Saturdays and Sundays. We were notified this week that the one remaining SDC Fire Employee will be moving to Napa soon and there will be no presence at SDC except weekends. We are coordinating with DGS leadership on the operations and details.
2. KWD: We are now in the LAFCO protest period which will end on April 2. We will be informed of the results at that LAFCO Meeting. We have had just a couple of calls from Kenwood residents inquiring about the special tax and the protest process.
3. REDCOM Update: The SCFCA's funding agreement with REDCOM and the REDCOM 25-26 Budget was approved on 3/6/25. Our next meeting will be on 7/3 at 2 pm.
4. Measure H update: We continue to move forward with all implementation plans. The funding agreements were approved by both the BOS and the SVFD Board. The backfill agreement has been crafted and will go to the SCFCA for approval on 3/12.
5. We held our monthly Command Staff Meeting as well as weekly Executive Chiefs meetings.
6. I attended the monthly Cal Chiefs E-Board, Northern Area Directors, and Legislative Task Force meetings.
7. The SCFCA held its first Executive Board of Directors meeting. The FSWG has completed Zone reviews for all Zones except Zone 4, which is in the process of being scheduled.
8. I attended the LAFCO Meeting on 3/5 and the Commission unanimously approved the re-organization of both Monte Rio and Sebastopol into the Gold Ridge FD. Protest periods are started for both.
9. February's SCFCA meeting at Petaluma was the annual Installation and Retiree luncheon. It was very well attended and our own Deputy Chief Trevor Smith was awarded the Harry



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Quinlan award for outstanding Fire Prevention professional. March's meeting will be on 3/12 at the Santa Rosa Training Center.

B. INCIDENTS:

1. Monthly Incident sheets for February are attached.

C. BUDGET/FINANCE:

1. We expect to have received our first Measure H revenues by the time of the Board meeting.
2. The annual audit is on the agenda as a separate item.

D. PERSONNEL:

1. We have two FF/PM candidates in the pre-employment process and will be starting a new hire academy on 3/17.
2. We have accepted the resignation of one of our FF/PM's who is going back to a previous FD in his hometown. We now have two vacancies that we will fill in the late Spring.

E. TRAINING:

1. Almost all of our full-time companies circled through the SRFD training tower to attend TECC training as part of the SOCO chiefs association acting shooter training. TECC is phase one of the program and focuses on rapid casualty care in hostile environments. We also had 4 members teaching at that class over the 2 weeks including TO Loftus. The program was a success, and we delivered the training to over 325 first responders in the county!
2. Rescheduled Haz Mat and Swiftwater were completed
3. Auto Extrication training
4. Volunteers starting annual structural taskbooks including Engine Company Evolutions, SCBA, and ground ladders.

F. EQUIPMENT:

1. We will take delivery of our new ambulance next week. This is one of two new ambulances that we expect to this calendar year.
2. 3396 was returned from Hi-Tech and is back in service in Kenwood. The 3395 and 3398 are back at their home stations.

G. BUILDINGS & LAND:

1. The New Station 2 project: we are working on our application to LAFCO through PRMD to be annexed into the Sanitation District. We are also working on developing an RFQ



# Sonoma Valley Fire District

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Mayacamas



for a progressive design build model. We held a kick-off meeting with Kitchell to start the public engagement/communications.

2. We have met with three different architects for concept designs for the remodel of the Kenwood Station. We expect to have designs to present to the Kenwood Board in April.
3. The new station/memorial sign is complete, and work is being done on the 9/11 Steel monument Design.

## H. PREVENTION & COMMUNITY OUTREACH:

1. Prevention Inspector Job Title and Description change is before you as a separate agenda item.
2. See attached monthly activity report.
3. SVFD ISO Ratings:
  - a. City: Class 1
  - b. Unincorporated valley, including GE, VOM & Eldridge: Class 2 (Class 10 if over 5 miles from a fire station)
  - c. Mayacamas Service Area: Class 8B (Class 10 if over 5 miles from a fire station)

## I. ASSOCIATION NEWS AND UPCOMING EVENTS:

1. SVFA's Bud Keechler Firefighter Appreciation Crab Feed was a huge success.
2. The SCFDA Dinner/Meeting in Kenwood was a great event and very well attended. Thank you to DAO Ghisla, Captain Campbell, and the Kenwood Board for their support of this event.
3. FDAC Conference is 4/1-4/4 in Napa.
4. SCFDA Elected Graton Director Jonathan Hebel to serve as the Vice President.
5. The next SCFDA Dinner/Meeting will be on 4/24 at Rancho Adobe.



Sonoma Valley Fire District  
 630 2nd St. W.  
 Sonoma, CA 95476  
 707-996-2102  
[www.sonomavalleyfire.org](http://www.sonomavalleyfire.org)

**Administration Monthly Report - Strategic Plan Alignment (V1\_5\_30\_24)**

Date	Sub-Category	** Description **	Staff	Strategic Plan Alignment
<b>Section: Administration</b>				
02/05/2025	Special Project Work	Attended the Sonoma Valley Visitors Bureau event to learn about their plans for marketing	Gary Johnson	Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community., Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit.
<b>Section: Operations Division</b>				
03/05/2025	Special Project Work	Attended Santa Rosa Engineer test as Raters	Mason Lewis, Christopher Derner	Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit., Objective 4D Pursue and develop collaborative training efforts to enhance service delivery among regional partners.
<b>Section: Prevention Division</b>				
02/08/2025	Juvenile Fire Safety	NYFIC with MCFIT presented Youth Fire Setter's academy at Novato FPD.	Jason Stayton	Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit.
02/12/2025	Fire Extinguisher Demonstration/Training	Hannah Academy Class demonstration for extinguishers first aid, electrical panel etc	Mason Lewis	Objective 3B Diversify and broaden our community outreach to provide access and information to all cross-sections of our community.
02/12/2025	Meeting (Other)	Meeting with Fire Forward to discuss MOU agreement, Van	Mason Lewis	Objective 3C Continue to seek

Date	Sub-Category	** Description **	Staff	Strategic Plan Alignment
		Hooser burn plans, training plans and future collaboration on prescribed fires within the district.		opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit., Objective 3D Integrate and cooperate with entities participating in wildfire preparedness and prevention to enhance community and firefighter safety.
02/12/2025	Meeting	Meeting with Fire Forward to discuss partnership between Fire forward and Sonoma valley fire. Planning meeting for upcoming Van Hooser rx and training burn. FF requested joint training prior to burn to help introduce their employees and operations to ours.	Mason Lewis	Objective 3C Continue to seek opportunities to collaborate with local and regional stakeholders to cultivate and unify services for a shared benefit., Objective 3D Integrate and cooperate with entities participating in wildfire preparedness and prevention to enhance community and firefighter safety., Objective 4D Pursue and develop collaborative training efforts to enhance service delivery among regional partners.
02/25/2025	Meeting	Attended monthly Grove street fire safe council meeting. discussed partnership with Sonoma resource conservation district for shaded fuel break project. Approved and Passed Burn pile workshop to be hosted by GSFSC and SVFD. Date TBD	Mason Lewis	Objective 3D Integrate and cooperate with entities participating in wildfire preparedness and prevention to enhance community and firefighter safety.
02/19/2025	Vegetation/Fuels	Meeting with Chief Tuberville discussing implementation of Vegetation Management using Measure H funds and crews. Reviewed environmental compliance.	Mason Lewis,Trevor Smith	Objective 3D Integrate and cooperate with entities participating in wildfire preparedness and prevention to enhance community and firefighter safety.
02/24/2025	Administrative	<p>On 2/34/25 The State of CA released new maps identifying fire hazard severity zones in the local responsibility area. More info is available on our website. We will be required (by legislation) to adopt these maps locally. The changes will affect our customers as it relates to construction requirements for new development as well as possible increased vegetation management and defensible space requirements. This is not supposed to affect insurance rates and qualification.</p> <p>My office is educating the public (website) and is in the process of preparing maps for SVFD Board Adoption. Additionally we are working with the City of Sonoma on this</p>	Trevor Smith	None

Date	Sub-Category	** Description **	Staff	Strategic Plan Alignment
		same process.		
03/04/2025	Administrative	<p>Attended the Board of Forestry 0-5ft / aka Zone 0 Rulemaking meeting. This was a 5 hour meeting going over the new rules. This is one of many mandated meetings (to accept public comment) before the new laws go into effect. These new rules were created by State Legislation AB3074, and have recently been stalled in th rulemaking process. Secondary to the late season fires in Southern California Governor Newsom required these be implemented ASAP.</p> <p>For information these new rules will be required in the SRA and in the LRA in Very High Fire Hazard Severity Zones. With the recent changes in these maps our customers will be dramatically affected.</p> <p>Initially this will be for new development. After 3 years ALL homes in these areas will be required to comply.</p> <p>Additional information is available on our website.</p>	Trevor Smith, Mason Lewis	None



Sonoma Valley Fire District  
 630 2nd St. W.  
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**SVFD District 1 (City Limits) Monthly Incident Report**

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
320A - ALS Inter-Facility Transport	3	1.52%				
321 - EMS call, excluding vehicle accident with injury	120	60.61%				
322 - Motor vehicle accident with injuries	3	1.52%				
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.51%				
324 - Motor vehicle accident with no injuries.	1	0.51%				
	<b>Total: 128</b>	<b>Total: 64.65%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
400 - Hazardous condition, other	2	1.01%				
412 - Gas leak (natural gas or LPG)	1	0.51%				
424 - Carbon monoxide incident	1	0.51%				
	<b>Total: 4</b>	<b>Total: 2.02%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
522 - Water or steam leak	1	0.51%				
554 - Assist invalid	32	16.16%				
	<b>Total: 33</b>	<b>Total: 16.67%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
600 - Good intent call, other	2	1.01%				
600F - False Medical Call	4	2.02%				
611 - Dispatched and cancelled en route	15	7.58%				
622 - No incident found on arrival at dispatch address	4	2.02%				
651 - Smoke scare, odor of smoke	1	0.51%				
	<b>Total: 26</b>	<b>Total: 13.13%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
711 - Municipal alarm system, malicious false alarm	1	0.51%				
715 - Local alarm system, malicious false alarm	1	0.51%				
735 - Alarm system sounded due to malfunction	1	0.51%				
745 - Alarm system activation, no fire - unintentional	2	1.01%				
746 - Carbon monoxide detector activation, no CO	1	0.51%				
	<b>Total: 6</b>	<b>Total: 3.03%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 8 - Severe Weather &amp; Natural Disaster</b>						
815 - Severe weather or natural disaster standby	1	0.51%				
	<b>Total: 1</b>	<b>Total: 0.51%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
	<b>Total: 198</b>	<b>Total: 100.00%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>

**Report Criteria**

Basic Incident Type (Fd1.21): Is Not Blank

Basic Incident Date Original (Fd1.3): Is Within last 32\_days

Agency Name: Is Equal To Sonoma Valley Fire District

Basic Incident Zone/District Number (Fd1.32): Is Equal To SON1(33) - SVFD District 01

**Description**

This report will be sent monthly to selected list





Sonoma Valley Fire District  
 630 2nd St. W.  
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 707-996-2102  
 www.sonomavalleyfire.org

**SVFD District 5 (Glen Ellen) Monthly Incident Report**

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
114 - Chimney or flue fire, confined to chimney or flue	1	3.23%	0.00	0.00	0.00	
	<b>Total: 1</b>	<b>Total: 3.23%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
321 - EMS call, excluding vehicle accident with injury	16	51.61%				
	<b>Total: 16</b>	<b>Total: 51.61%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
400 - Hazardous condition, other	6	19.35%				
412 - Gas leak (natural gas or LPG)	1	3.23%				
	<b>Total: 7</b>	<b>Total: 22.58%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
553 - Public service	1	3.23%				
554 - Assist invalid	1	3.23%				
	<b>Total: 2</b>	<b>Total: 6.45%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
611 - Dispatched and cancelled en route	3	9.68%				
651 - Smoke scare, odor of smoke	1	3.23%				
	<b>Total: 4</b>	<b>Total: 12.90%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
745 - Alarm system activation, no fire - unintentional	1	3.23%				
	<b>Total: 1</b>	<b>Total: 3.23%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
	<b>Total: 31</b>	<b>Total: 100.00%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>

**Report Criteria**

Basic Incident Type (Fd1.21): Is Not Blank  
 Basic Incident Date Original (Fd1.3): Is Within last\_32\_days  
 Agency Name: Is Equal To Sonoma Valley Fire District  
 Basic Incident Zone/District Number (Fd1.32): Is Equal To SON5(33) - SVFD District 05

**Description**

This report will be sent monthly to selected list



Sonoma Valley Fire District  
 630 2nd St. W.  
 Sonoma, CA 95476  
 707-996-2102  
 www.sonomavalleyfire.org

**SVFRA District 6 (KFPD) Incidents Within the District - by Type**

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
321 - EMS call, excluding vehicle accident with injury	7	53.85%				
324 - Motor vehicle accident with no injuries.	1	7.69%				
	<b>Total: 8</b>	<b>Total: 61.54%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
400 - Hazardous condition, other	1	7.69%				
	<b>Total: 1</b>	<b>Total: 7.69%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
554 - Assist invalid	1	7.69%				
	<b>Total: 1</b>	<b>Total: 7.69%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
600A - Accidental Medical Alarm Button Push	1	7.69%				
611 - Dispatched and cancelled en route	1	7.69%				
	<b>Total: 2</b>	<b>Total: 15.38%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
745 - Alarm system activation, no fire - unintentional	1	7.69%				
	<b>Total: 1</b>	<b>Total: 7.69%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
	<b>Total: 13</b>	<b>Total: 100.00%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>

**Report Filters**  
 Basic Incident Date - Derived (Fd1.3): is between '2/1/2025' and '2/28/2025'

**Report Criteria**  
 Basic Incident Type (Fd1.21): Is Not Blank  
 Agency Name: Is Equal To Sonoma Valley Fire District  
 Basic Incident Zone/District Number (Fd1.32): Is Equal To SON6(33) - SVFD District 06 KW

**Description**  
 All incidents in District 6



Sonoma Valley Fire District  
 630 2nd St. W.  
 Sonoma, CA 95476  
 707-996-2102  
 www.sonomavalleyfire.org

**SVFD District 8/9 (Mayacamas) Monthly Incident Report**

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
400 - Hazardous condition, other	1	50.00%				
	<b>Total: 1</b>	<b>Total: 50.00%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
611 - Dispatched and cancelled en route	1	50.00%				
	<b>Total: 1</b>	<b>Total: 50.00%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
	<b>Total: 2</b>	<b>Total: 100.00%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>

Report Criteria	
Basic Incident Type (Fd1.21):	Is Not Blank
Basic Incident Date Original (Fd1.3):	Is Within last_32_days
Agency Name:	Is Equal To Sonoma Valley Fire District
Basic Incident Zone/District Number (Fd1.32):	Is Equal To SON8(33) - SVFD - Dist 08

Description
This report will be sent monthly to selected list



Sonoma Valley Fire District  
 630 2nd St. W.  
 Sonoma, CA 95476  
 707-996-2102  
 www.sonomavalleyfire.org

**SVFD Monthly Incident Report**

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
111 - Building fire	1	0.21%				
114 - Chimney or flue fire, confined to chimney or flue	1	0.21%	0.00	0.00	0.00	
	<b>Total: 2</b>	<b>Total: 0.43%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
311 - Medical assist, assist EMS crew	1	0.21%				
320 - Emergency medical service, other	2	0.43%				
320A - ALS Inter-Facility Transport	3	0.64%				
321 - EMS call, excluding vehicle accident with injury	267	56.81%				
322 - Motor vehicle accident with injuries	8	1.70%				
324 - Motor vehicle accident with no injuries.	5	1.06%				
	<b>Total: 286</b>	<b>Total: 60.85%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
400 - Hazardous condition, other	15	3.19%				
412 - Gas leak (natural gas or LPG)	3	0.64%				
424 - Carbon monoxide incident	1	0.21%				
440 - Electrical wiring/equipment problem, other	1	0.21%				
	<b>Total: 20</b>	<b>Total: 4.26%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
520 - Water problem, other	2	0.43%				
522 - Water or steam leak	1	0.21%				
542 - Animal rescue	1	0.21%				
550 - Public service assistance, other	6	1.28%				
552 - Police matter	1	0.21%				
553 - Public service	1	0.21%				
5531 - Tree Down	2	0.43%				
554 - Assist invalid	59	12.55%				
561 - Unauthorized burning	1	0.21%				
	<b>Total: 74</b>	<b>Total: 15.74%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
600 - Good intent call, other	3	0.64%				
600A - Accidental Medical Alarm Button Push	3	0.64%				
600F - False Medical Call	6	1.28%				
611 - Dispatched and cancelled en route	44	9.36%				
622 - No incident found on arrival at dispatch address	7	1.49%				
631 - Authorized controlled burning	1	0.21%				
650 - Steam, other gas mistaken for smoke, other	1	0.21%				
651 - Smoke scare, odor of smoke	7	1.49%				

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
	<b>Total: 72</b>	<b>Total: 15.32%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
700 - False alarm or false call, other	1	0.21%				
711 - Municipal alarm system, malicious false alarm	1	0.21%				
715 - Local alarm system, malicious false alarm	1	0.21%				
733 - Smoke detector activation due to malfunction	1	0.21%				
735 - Alarm system sounded due to malfunction	2	0.43%				
745 - Alarm system activation, no fire - unintentional	5	1.06%				
746 - Carbon monoxide detector activation, no CO	1	0.21%				
	<b>Total: 12</b>	<b>Total: 2.55%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 8 - Severe Weather &amp; Natural Disaster</b>						
812 - Flood assessment	2	0.43%				
815 - Severe weather or natural disaster standby	1	0.21%				
	<b>Total: 3</b>	<b>Total: 0.64%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 9 - Special Incident Type</b>						
9001 - Issued In Error	1	0.21%				
	<b>Total: 1</b>	<b>Total: 0.21%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
	<b>Total: 470</b>	<b>Total: 100.00%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>

**Description**

This report will be sent monthly to selected list



Sonoma Valley Fire District  
 630 2nd St. W.  
 Sonoma, CA 95476  
 707-996-2102  
 www.sonomavalleyfire.org

**SVFRA District 6 (KFPD) Incidents Within the District - by Type**

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
111 - Building fire	1	0.30%	100,000.00	15,000.00	115,000.00	98.29%
113 - Cooking fire, confined to container	1	0.30%				
140 - Natural vegetation fire, other	2	0.60%				
143 - Grass fire	1	0.30%				
<b>Total: 5</b>		<b>Total: 1.49%</b>	<b>Total: 100,000.00</b>	<b>Total: 15,000.00</b>	<b>Total: 115,000.00</b>	<b>Total: 98.29%</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
300 - Rescue, EMS incident, other	1	0.30%				
311 - Medical assist, assist EMS crew	2	0.60%				
321 - EMS call, excluding vehicle accident with injury	182	54.17%				
322 - Motor vehicle accident with injuries	8	2.38%				
324 - Motor vehicle accident with no injuries.	8	2.38%	2,000.00		2,000.00	1.71%
381 - Rescue or EMS standby	1	0.30%				
<b>Total: 202</b>		<b>Total: 60.12%</b>	<b>Total: 2,000.00</b>	<b>Total: 0.00</b>	<b>Total: 2,000.00</b>	<b>Total: 1.71%</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
400 - Hazardous condition, other	17	5.06%				
412 - Gas leak (natural gas or LPG)	2	0.60%				
440 - Electrical wiring/equipment problem, other	1	0.30%				
444 - Power line down	2	0.60%				
445 - Arcing, shorted electrical equipment	2	0.60%				
<b>Total: 24</b>		<b>Total: 7.14%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
511 - Lock-out	1	0.30%				
520 - Water problem, other	1	0.30%				
550 - Public service assistance, other	7	2.08%				
552 - Police matter	1	0.30%				
5531 - Tree Down	6	1.79%				
554 - Assist invalid	27	8.04%				
561 - Unauthorized burning	1	0.30%				
<b>Total: 44</b>		<b>Total: 13.10%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
600 - Good intent call, other	5	1.49%				
600A - Accidental Medical Alarm Button Push	3	0.89%				
611 - Dispatched and cancelled en route	23	6.85%				
622 - No incident found on arrival at dispatch address	1	0.30%				
651 - Smoke scare, odor of smoke	4	1.19%				
<b>Total: 36</b>		<b>Total: 10.71%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
700 - False alarm or false call, other	6	1.79%				

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
733 - Smoke detector activation due to malfunction	4	1.19%				
735 - Alarm system sounded due to malfunction	9	2.68%				
736 - CO detector activation due to malfunction	1	0.30%				
745 - Alarm system activation, no fire - unintentional	4	1.19%				
746 - Carbon monoxide detector activation, no CO	1	0.30%				
	<b>Total: 25</b>	<b>Total: 7.44%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
	<b>Total: 336</b>	<b>Total: 100.00%</b>	<b>Total: 102,000.00</b>	<b>Total: 15,000.00</b>	<b>Total: 117,000.00</b>	<b>Total: 100.00%</b>

**Report Criteria**

Basic Incident Type (Fd1.21): Is Not Blank

Agency Name: Is Equal To Sonoma Valley Fire District

Basic Incident Zone/District Number (Fd1.32): Is Equal To SON6(33) - SVFD District 06 KW

**Description**

All incidents in District 6

**SONOMA VALLEY  
FIRE DISTRICT**

ANNUAL FINANCIAL AUDIT REPORT

JUNE 30, 2024



**Chavan & Associates, LLP**

Certified Public Accountants  
16450 Monterey Road, Suite 5  
Morgan Hill, CA 95129



**Sonoma Valley Fire District**  
Sonoma County

Table of Contents

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<b>TITLE</b>	<b>PAGE</b>
<b>FINANCIAL SECTION:</b>	
Independent Auditor’s Report .....	1
Management’s Discussion and Analysis .....	5
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Position .....	12
Statement of Activities .....	13
Fund Financial Statements:	
Balance Sheet – Governmental Funds .....	14
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position.....	15
Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds .....	16
Reconciliation of Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities .....	17
Notes to the Basic Financial Statements .....	18
<b>REQUIRED SUPPLEMENTARY INFORMATION:</b>	
Schedule of Revenue, Expenditures and Changes in Fund Balance – Budget and Actual (GAAP) General Fund.....	46
Schedule of Revenue, Expenditures and Changes in Fund Balance – Budget and Actual (GAAP) Special Revenue Fund .....	47
Schedule of SCERA Pension Plan Contributions.....	48
Schedule of PERS Miscellaneous Pension Plan Contributions .....	49
Schedule of PERS Safety Pension Plan Contributions .....	50
Schedule of SCERA Proportionate Share of Net Pension Liability .....	51
Schedule of PERS Misc & Safety Proportionate Share of Net Pension Liability .....	52
Schedule of Changes in Total OPEB Liability .....	53
<b>OTHER INDEPENDENT AUDITOR’S REPORTS:</b>	
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.....	55

**FINANCIAL  
SECTION**



## INDEPENDENT AUDITOR'S REPORT

Board of Directors

Sonoma, California

### Report on the Audit of the Financial Statements

#### Opinions

We have audited the accompanying financial statements of the Sonoma Valley Fire District (the District), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the District, as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Emphasis of a Matter

##### *New Accounting Standards*

During the year, the District implemented GASB Statement no. 100, *Accounting Changes and Error Corrections – an amendment of GASB Statement No. 62*. For the fiscal year ended June 30, 2024, the District restated beginning net position by \$34,744 due to an error with an interest accrual as well as a correction for cash pooled with the City of Sonoma. See Note 1 for additional information. Our opinion was not modified for this matter.

#### Responsibilities of Management for the Financial Statements

District 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.



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

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

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

In performing an audit in accordance with GAAS and GAGAS, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

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

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and the budgetary and pension schedules as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board



who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 20, 2025 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

C & A LLP

January 20, 2025  
Morgan Hill, California

*Management's Discussion and Analysis*

**Sonoma Valley Fire District**  
Management's Discussion and Analysis  
For the Fiscal Year Ended June 30, 2024

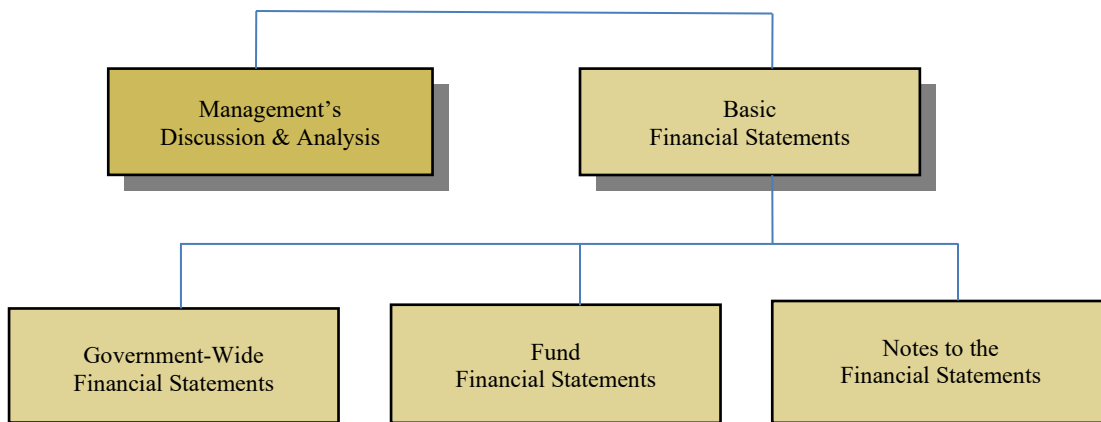
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**INTRODUCTION**

The Management's Discussion and Analysis (MD&A) is a required section of the District's annual financial report, as shown in the overview below. The purpose of the MD&A is to present a discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2024. This report will (1) focus on significant financial issues, (2) provide an overview of the District's financial activity, (3) identify changes in the District's financial position, (4) identify any individual fund issues or concerns, and (5) provide descriptions of significant asset and debt activity.

This information, presented in conjunction with the annual Basic Financial Statements, is intended to provide a comprehensive understanding of the District's operations and financial standing.

**Required Components of the Annual Financial Report**



**FINANCIAL HIGHLIGHTS**

Fiscal year 2023-24 was the District's fourth year of operation. The District was formed from the reorganization of the Glen Ellen Fire Protection District, the Valley of the Moon Fire Protection District, and the Mayacamas Volunteer Fire Company.

Key financial highlights for the fiscal year ended June 30, 2024 were as follows:

- Total net position was \$7,983,890 which included an unrestricted net position of \$2,254,379.
- The District recorded deferred outflows of resources of \$3,750,648 and deferred inflows of resources of \$3,467,465 in order to record the different components required by GASB 68 and GASB 75 for benefit plan accounting and reporting. Deferred outflows of resources are technically not assets but increase the Statement of Net Position similar to an asset and deferred inflows of resources are technically not liabilities but decrease the Statement of Net Position similar to liabilities. See Note 1 in the notes to financial statements for a definition.
- General revenues accounted for \$10,584,150 which was 53% of all revenues. Program specific revenues in the form of charges for services and operating grants and contributions accounted for \$9,353,309, or 47%, of total revenues of \$19,937,459.
- The District had \$18,962,369 in expenses, which was directly supported by program specific revenues as noted above.
- Total fund balances of governmental funds totaled \$12,045,125.

**Sonoma Valley Fire District**  
Management's Discussion and Analysis  
For the Fiscal Year Ended June 30, 2024

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**USING THE ANNUAL REPORT**

This annual report consists of a series of basic financial statements and notes to those statements. These statements are organized so the reader can understand the District as an entire operating entity. The statements provide an increasingly detailed look at specific financial activities.

The Statement of Net Position and Statement of Activities comprise the government-wide financial statements and provide information about the activities of the whole District, presenting both an aggregate view of the District's finances and a longer-term view of those finances. Fund financial statements provide the next level of detail. For governmental funds, these statements tell how services were financed in the short-term as well as what remains for future spending. The basic financial statements also include notes that explain some of the information in the financial statements and provide more detailed data.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The full annual financial report is a product of three separate parts: the basic financial statements, supplementary information, and this section, the Management's Discussion and Analysis. The three sections together provide a comprehensive financial overview of the District. The basic financials are comprised of two kinds of statements that present financial information from different perspectives, government-wide and fund statements.

- Government-wide financial statements, which comprise the first two statements, provide both short-term and long-term information about the District's overall financial position.
- Individual parts of the District, which are reported as fund financial statements, focus on reporting the District's operations in more detail. These fund financial statements comprise the remaining statements.
- Notes to the financials, which are included in the financial statements, provide more detailed data and explain some of the information in the statements. The required supplementary information section provides further explanations and provides additional support for the financial statements.

**GOVERNMENT-WIDE FINANCIAL STATEMENTS - STATEMENT OF NET POSITION AND THE STATEMENT OF ACTIVITIES**

The view of the District as a whole looks at all financial transactions and asks the question, "How did we do financially during the fiscal year 2023 - 2024?" The Statement of Net Position and the Statement of Activities answer this question. These statements include all assets and liabilities using the accrual basis of accounting similar to the accounting practices used by most private-sector companies. This basis of accounting takes into account all of the current year revenues and expenses regardless of when cash is received or paid.

These two statements report the District's net position and changes in net position. This change in net position is important because it tells the reader that, for the District as a whole, the financial position of the District has improved or diminished. The causes of this change may be the result of many factors, some financial, and some not. Non-financial factors include the District's property tax base, current property tax laws in California restricting revenue growth, facility conditions and other factors.

In the Statement of Net Position and the Statement of Activities, the District reports governmental activities. Governmental activities are the activities where the District's programs and services are reported. The District does not have any business type activities.



**Sonoma Valley Fire District**  
Management's Discussion and Analysis  
For the Fiscal Year Ended June 30, 2024

**REPORTING THE DISTRICT'S MOST SIGNIFICANT FUNDS**

**Fund Financial Statements**

The analysis of the District's fund financial statements begins on page 14. Fund financial reports provide detailed information about the District's major funds. The District uses two funds to account for a multitude of financial transactions. These fund financial statements focus on each of the District's most significant funds. The District's major governmental funds are the General Fund and the Special Revenue Fund.

**Governmental Funds**

The General Fund and the Special Revenue Fund are governmental fund types and are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the future to finance fire protection programs. The relationship (or differences) between governmental activities (reported in the Statement of Net position and the Statement of Activities) and governmental funds is reconciled in the financial statements.

**THE DISTRICT AS A WHOLE**

Recall that the Statement of Net Position provides the perspective of the District as a whole. Table 1 provides a summary of the District's net position as of June 30, 2024:

<b>Table 1 - Summary Statement of Net Position</b>				
	2024	2023	Change	Percentage Change
<b>Assets</b>				
Current Assets	\$ 12,274,263	\$ 12,724,027	\$ (449,764)	-3.66%
Capital Assets	5,729,511	4,756,913	972,598	16.98%
<b>Total Assets</b>	<b>\$ 18,003,774</b>	<b>\$ 17,480,940</b>	<b>\$ 522,834</b>	<b>2.90%</b>
<b>Deferred Outflows</b>				
	\$ 3,750,648	\$ 9,291,386	\$ (5,540,738)	-147.73%
<b>Liabilities</b>				
Current Liabilities	\$ 229,138	\$ 32,172	\$ 196,966	85.96%
Noncurrent Liabilities	10,073,929	14,193,675	(4,119,746)	-40.90%
<b>Total Liabilities</b>	<b>\$ 10,303,067</b>	<b>\$ 14,225,847</b>	<b>\$ (3,922,780)</b>	<b>-38.07%</b>
<b>Deferred Inflows</b>				
	\$ 3,467,465	\$ 5,502,935	\$ (2,035,470)	-58.70%
<b>Net Position</b>				
Net Investment in Capital Assets	\$ 5,729,511	\$ 4,710,511	\$ 1,019,000	17.79%
Unrestricted	2,254,379	2,333,033	(78,654)	-3.49%
<b>Total Net Position</b>	<b>\$ 7,983,890</b>	<b>\$ 7,043,544</b>	<b>\$ 940,346</b>	<b>11.78%</b>

**Sonoma Valley Fire District**  
Management's Discussion and Analysis  
For the Fiscal Year Ended June 30, 2024

Table 2 shows the changes in net position for fiscal year 2024.

<b>Table 2 - Summary of Changes in Statement of Activities</b>				
	2024	2023	Change	Percentage Change
<b>Revenues</b>				
Program revenues	\$ 9,353,309	\$ 9,032,446	\$ 320,863	3.43%
General revenues:				
Property taxes	7,635,091	7,353,227	281,864	3.69%
Special taxes	2,310,727	2,063,787	246,940	10.69%
Special assessment	38,675	103,942	(65,267)	-168.76%
Interest and investment earnings	269,434	91,396	178,038	66.08%
Miscellaneous	330,223	867,809	(537,586)	-162.79%
<b>Total Revenues</b>	19,937,459	19,512,607	424,852	2.13%
<b>Program Expenses</b>				
Public safety - fire protection	18,962,369	21,903,169	(2,940,800)	-15.51%
<b>Total Expenses</b>	18,962,369	21,903,169	(2,940,800)	-15.51%
<b>Change in Net Position</b>	975,090	(2,390,562)	3,365,652	345.16%
<b>Beginning Net Position</b>	7,043,544	9,434,582	(2,391,038)	0.00%
Prior Period Adjustments	(34,744)	(476)	(34,268)	0.00%
<b>Ending Net Position</b>	\$ 7,983,890	\$ 7,043,544	\$ 940,346	11.78%

**THE DISTRICT'S FUND BALANCE**

Table 3 provides an analysis of the District's fund balances and the total change in fund balance from the prior year.

<b>Table 3 - Summary of Fund Balance</b>				
	2024	2023	Change	Percentage Change
Committed for capital equipment	\$ 3,485,664	\$ 2,485,664	\$ 1,000,000	29%
Committed for buildings and improvements	4,377,600	2,991,737	1,385,863	32%
Committed for other postemployment benefits	843,900	843,900	-	0%
Committed for compensated absences	1,229,223	1,091,201	138,022	11%
Committed for emergency and other contingencies	1,481,878	1,668,519	(186,641)	-13%
Assigned for Emergency Funds	626,860	658,249	(31,389)	-5%
Unassigned	-	2,952,585	(2,952,585)	-100%
<b>Total Fund Balance</b>	\$ 12,045,125	\$ 12,691,855	\$ (646,730)	-5%

**Sonoma Valley Fire District**  
Management's Discussion and Analysis  
For the Fiscal Year Ended June 30, 2024

**GENERAL FUND BUDGETING HIGHLIGHTS**

The District's budget is prepared according to California law and in the modified accrual basis of accounting.

The original and final revised budgets for the General Fund are presented as Required Supplementary Information. During the course of the 2023-24 fiscal year, the District's original and final budgeted revenue was \$18,406,941 and \$18,092,659, respectively. The District's original and final budgeted expenditures was \$ 19,839,627 and \$19,159,213, respectively. The original budget remained unchanged during the fiscal year.

**CAPITAL ASSETS**

Table 4 shows June 30, 2024 capital asset balances as compared to June 30, 2023.

<b>Table 4 - Summary of Capital Assets Net of Depreciation</b>				
	2024	2023	Change	Percentage Change
Land	\$ 145,172	\$ 145,172	\$ -	0.00%
Construction-in-Progress	141,367	-	141,367	-100.00%
Buildings and Improvements	2,227,404	1,218,999	1,008,405	45.27%
Equipment	3,215,568	3,392,742	(177,174)	-5.51%
Total Capital Assets - Net	\$ 5,729,511	\$ 4,756,913	\$ 972,598	16.98%

**NONCURRENT LIABILITIES**

Table 5 summarizes the percent changes in long-term liabilities over the past two years.

<b>Table 5 - Summary of Noncurrent Liabilities</b>				
	2024	2023	Change	Percentage Change
Lease Purchase Agreement	\$ -	\$ 46,402	\$ (46,402)	#DIV/0!
Total OPEB Liability	4,100,753	4,218,560	(117,807)	-2.87%
Net pension Liabilities	4,743,953	8,837,512	(4,093,559)	-86.29%
Compensated Absences	1,229,223	1,091,201	138,022	11.23%
Total Noncurrent Liabilities	\$ 10,073,929	\$ 14,193,675	\$ (4,119,746)	-40.90%

**FACTORS BEARING ON THE DISTRICT'S FUTURE**

The District has completed its fourth full fiscal year under the newly negotiated Sonoma Valley Fire District's (SVFD) contract with the City of Sonoma. The final operating results allow for better strategic and future planning as the District addresses the challenges related to property tax revenue as well as increased health and pension costs.

The District has taken several active measures to maintain fiscal sustainability into the future:

- The District has collaborated with its employee union and the Sonoma Valley Volunteer Firefighters Association to create opportunities to reduce ongoing operational costs.

**Sonoma Valley Fire District**  
Management's Discussion and Analysis  
For the Fiscal Year Ended June 30, 2024

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- The District continues to be successful with grant acquisition and will continue to pursue grants as a means of improving services and enhancing the safety of its personnel.
- The District and the City of Sonoma have negotiated sharing of costs and revenues for service provided by the District to the City or to City residents.
- The District has developed reserve policies to meet future financial needs such as Capital Replacement and Other Post Employment Benefit (OPEB) costs.
- The District is actively involved in a countywide project to improve Fire Services and has received reimbursements from the County for lost historical revenue and services.
- The District worked closely with the County and was successful at implementing Fire Impact Fees which took effect July 1, 2021 and we have been successful at collecting fees to date through the County.
- The District entered into a contract for services as of October 1, 2023 in which all Kenwood employees became Sonoma Valley Fire District employees.
- The District entered in to a 5-year contract with Kenwood Fire Protection District where the district is to provide all fire protection, emergency medical and related services within their respective jurisdictions all while still actively working on consolidation with the Kenwood Fire Protection District.
- A county wide sales tax measure known as Measure H was successful at gaining voter approval and will start generating additional revenue as of October 1, 2024 for the District.
- Measure H funds have allowed the district to add additional capacity by adding an additional Fire Mechanic, Regional Vegetation Management Coordinator, (2) Deputy Fire Chiefs, and a Training Battalion Chief position.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, parents, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional financial information should now be addressed to the District Treasurer, Sonoma Valley Fire District, 630 Second Street West, Sonoma, California 95476.

*Basic Financial Statements*

**Sonoma Valley Fire District**

Statement of Net Position

June 30, 2024

	Governmental Activities
<b>Assets</b>	
Current assets:	
Cash and investments	\$ 10,845,769
Accounts receivable	1,428,494
Total current assets	12,274,263
Noncurrent assets:	
Non-depreciable capital assets	286,539
Capital assets, net of depreciation	5,442,972
Total noncurrent assets	5,729,511
Total Assets	\$ 18,003,774
 <b>Deferred Outflows of Resources</b>	
Pension adjustments	\$ 3,588,497
OPEB Adjustments	162,151
Total Deferred Outflows of Resources	\$ 3,750,648
 <b>Liabilities</b>	
Current liabilities:	
Accounts payable	\$ 178,759
Unearned revenue	629
Payroll and other liabilities	49,750
Total current liabilities	229,138
Noncurrent liabilities:	
Due within one year	307,306
Due after one year	9,766,623
Total noncurrent liabilities	10,073,929
Total Liabilities	\$ 10,303,067
 <b>Deferred Inflows of Resources</b>	
Pension adjustments	\$ 2,281,435
OPEB Adjustments	1,186,030
Total Deferred Inflows of Resources	\$ 3,467,465
 <b>Net Position</b>	
Net Investment in Capital Assets	\$ 5,729,511
Unrestricted	2,254,379
Total Net Position	\$ 7,983,890

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

**Sonoma Valley Fire District**  
Statement of Activities  
For the Fiscal Year Ended June 30, 2024

	<u>Program Revenues</u>			Net (Expense) Revenue and Changes in Net Position
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental activities:				
Public safety - fire protection	<u>\$ 18,962,369</u>	<u>\$ 9,353,309</u>	<u>\$ -</u>	<u>\$ (9,609,060)</u>
General revenues:				
Property taxes				7,635,091
Special taxes				2,310,727
Special assessment				38,675
Interest and investment earnings				269,434
Miscellaneous				<u>330,223</u>
Total general revenues and special items				<u>10,584,150</u>
Change in net position				975,090
Net position beginning				7,043,544
Prior period adjustments				<u>(34,744)</u>
Net position beginning as adjusted				<u>7,008,800</u>
Net position ending				<u>\$ 7,983,890</u>

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

**Sonoma Valley Fire District**

Governmental Funds

Balance Sheet

June 30, 2024

	General Fund	Special Revenue Fund	Total Governmental Funds
<b>Assets</b>			
Cash and investments	\$ 10,212,915	\$ 632,854	\$ 10,845,769
Accounts receivable	1,421,254	7,240	1,428,494
<b>Total Assets</b>	<b>\$ 11,634,169</b>	<b>\$ 640,094</b>	<b>\$ 12,274,263</b>
<b>Liabilities and Fund Balances</b>			
Liabilities:			
Accounts payable	\$ 178,759	\$ -	\$ 178,759
Unearned revenue	-	629	629
Payroll and other liabilities	37,145	12,605	49,750
<b>Total Liabilities</b>	<b>215,904</b>	<b>13,234</b>	<b>229,138</b>
Fund balances:			
Committed for:			
Capital Equipment	3,485,664	-	3,485,664
Buildings and improvements	4,377,600	-	4,377,600
Other postemployment benefits	843,900	-	843,900
Compensated absences	1,229,223	-	1,229,223
Emergencies and other contingencies	1,481,878	-	1,481,878
Assigned for:			
Emergency Funds	-	626,860	626,860
<b>Total Fund Balances</b>	<b>11,418,265</b>	<b>626,860</b>	<b>12,045,125</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 11,634,169</b>	<b>\$ 640,094</b>	<b>\$ 12,274,263</b>

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



**Sonoma Valley Fire District**  
 Reconciliation of the Governmental Funds  
 Balance Sheet to the Statement of Net Position  
 June 30, 2024

Total fund balance - governmental funds	\$	12,045,125
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Amounts reported in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.

Capital assets at cost	\$	9,913,851	
Accumulated depreciation		<u>(4,184,340)</u>	5,729,511
OPEB adjustments:			
Difference between actual and expected experience			(827,774)
Change in assumptions			(358,256)
Contribution subsequent to measurement date			162,151
Pension adjustments:			
Difference between actual and expected experience			645,194
Difference between actual and expected earnings			183,021
Change in assumptions			517,206
Differences in proportionate share of contributions			(56,767)
Changes in employer's proportionate shares			(18,769)
Contribution subsequent to measurement date			37,177

Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds. Long-term liabilities at year-end consists of:

Total OPEB liability	\$	4,100,753	
Net pension obligations (asset)		4,743,953	
Compensated absences		<u>1,229,223</u>	<u>(10,073,929)</u>

Total net position - governmental activities	\$	<u><u>7,983,890</u></u>
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**Sonoma Valley Fire District**

Governmental Funds

Statement of Revenues, Expenditures and Changes in Fund Balance

For the Fiscal Year Ended June 30, 2024

	General Fund	Special Revenue Fund	Total Governmental Funds
<b>Revenues:</b>			
Property taxes	\$ 7,635,091	\$ -	\$ 7,635,091
Special taxes	2,310,727	-	2,310,727
Special assessments	38,675	-	38,675
Intergovernmental	8,352,755	-	8,352,755
Charges for services	1,000,554	-	1,000,554
Investment earnings	243,530	25,904	269,434
Other revenues	330,223	-	330,223
<b>Total revenues</b>	<b>19,911,555</b>	<b>25,904</b>	<b>19,937,459</b>
<b>Expenditures:</b>			
<b>Current</b>			
Salaries and employee benefits	16,657,825	-	16,657,825
Services and supplies	2,255,192	5,370	2,260,562
Capital outlay	1,583,960	-	1,583,960
<b>Debt service:</b>			
Principal	46,402	-	46,402
Interest	696	-	696
<b>Total expenditures</b>	<b>20,544,075</b>	<b>5,370</b>	<b>20,549,445</b>
Net changes in fund balance	(632,520)	20,534	(611,986)
Fund balance beginning	12,033,606	658,249	12,691,855
<b>Adjustments to beginning fund balance:</b>			
Pooled cash corrections from the City	-	(51,923)	(51,923)
Interest accrual error	17,179	-	17,179
Fund balance beginning as adjusted	12,050,785	606,326	12,657,111
Fund balance ending	<u>\$ 11,418,265</u>	<u>\$ 626,860</u>	<u>\$ 12,045,125</u>

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

**Sonoma Valley Fire District**  
 Reconciliation of the Governmental Funds  
 Statement of Revenues, Expenditures and Changes in Fund Balance  
 to the Statement of Activities  
 For the Fiscal Year Ended June 30, 2024

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Total net change in fund balance - governmental funds	\$	(611,986)
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Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.

Additions to capital assets	\$ 1,347,879	
Depreciation expense	<u>(375,281)</u>	972,598

The governmental funds report debt proceeds as an other financing source, while repayment of debt principal is reported as an expenditure. Interest is recognized as an expenditure in the governmental funds when it is due. The net effect of these differences in the treatment of long-term debt and related items is as follows:

Repayment of lease purchase agreements		46,402
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In the Statement of Activities, compensated absences are measured by the amount earned during the year. In governmental funds, however, expenditures for those items are measured by the amount of financial resources used (essentially the amounts paid).

		(138,022)
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In governmental funds, actual contributions to pension plans are reported as expenditures in the year incurred. However, in the government-wide statement of activities, only the current year pension expense as noted in the plans' valuation reports is reported as an expense, as adjusted for deferred inflows and outflows of resources.

		(192,732)
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In governmental funds, actual contributions to OPEB plans are reported as expenditures in the year incurred. However, in the government-wide statement of activities, only the current year OPEB expense as noted in the as noted in the plan's valuation reports is reported as an expense, as adjusted for deferred inflows and outflows of resources.

		898,830
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Changes in net position of governmental activities	\$	<u>975,090</u>
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**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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**NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES**

A. Reporting Entity

During the fiscal year ended June 30, 2020, the Board of Directors of the Glen Ellen Fire Protection District (GEFPD) and the Valley of the Moon Fire Protection District (VOMFPD), and the Board of Supervisors of the County of Sonoma on behalf of the Mayacamas Volunteer Fire Company (Mayacamas VFC), herein collectively referred to as “the Parties”, took action with the Local Agency Formation Commission of the County of Sonoma (Sonoma LAFCO) for the reorganization of the Parties and formation of the Sonoma Valley Fire District. At its initial special meeting on July 1, 2020, the Board of Directors of the Sonoma Valley Fire District (the District) took several executory actions, including adopting a resolution to establish and form the Sonoma Valley Fire District pursuant to the Cortese-Knox-Hertzberg Act and Sonoma County LAFCO Resolutions 2723 and 2724.

The District provides coordinated fire protection services, rescue services, emergency medical services, and hazardous material response services to taxpayers and residents in a specific unincorporated area in Sonoma County.

On February 1, 2002, the District entered into a joint powers agreement with the City of Sonoma creating a public entity known as the Sonoma Valley Fire and Rescue Authority (SVFRA). SVFRA acts only in an operational capacity for the combined fire protection services of the City and the District and does not have the full powers and authority of a typical Joint Powers Authority. The SVFRA was converted into a single governance model as a contract for services with the District. The contract was approved by both the Sonoma City Council and the District Board in December 2011, with an effective date for transition of employees as of February 2012. The contract includes the provision that the District will lease all facilities located at 630 Second Street West (Station 1) as well as all vehicles and equipment for the sum of \$1.00 each year. Ownership, however, of all facilities and equipment will remain with the respective agencies. The contract for services will be recognized as the Sonoma Valley Fire and Rescue Authority (SVFRA) under the direction of the District’s Board of Directors.

The District’s combined financial statements include the accounts of all its operations. The District evaluated whether any other entity should be included in these financial statements. The basic, but not the only, criterion for including a governmental department, agency, institution, commission, public authority, or other governmental organization in a governmental unit’s reporting entity for general purpose financial reports is the ability of the governmental unit’s officials to exercise oversight responsibility over such agencies. Oversight responsibility implies that one governmental unit is dependent on another and that the dependent unit should be reported as part of the other.

Oversight responsibility is derived from the governmental unit’s power and includes, but is not limited to:

- Financial interdependency
- Selection of governing authority
- Designation of management
- Ability to significantly influence operations
- Accountability for fiscal matters

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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Accordingly, for the year ended June 30, 2024, the District does not have any component units, other than the SVFRA as previously noted which is included in these financial statements as a blended component unit, and is not a component unit of any other reporting entity.

**B. Accounting Principles**

The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

**C. Basis of Presentation**

**Government-wide 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 District. The Statement of Net Position reports all assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position.

The government-wide statements are prepared using the economic resources measurement focus. This approach differs from the manner in which governmental fund financial statements are prepared. Governmental fund financial statements, therefore, include the reconciliation with brief explanations to better identify the relationship between the government wide statements and the statements for the governmental funds.

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. The District does not allocate indirect expenses to functions in the statement of activities. Program revenues include charges paid by the recipients of goods or services offered by a program, as well as grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues of the District, with certain exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

**Fund Financial Statements:**

Fund financial statements report detailed information about the District. The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows, current liabilities and deferred inflows are generally included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balance for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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D. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting.

**Revenues - Exchange and Non-exchange Transactions:**

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, "available" means collectible within the current period or within 60 days after year-end.

Non-exchange transactions, in which the District receives value *without* directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are to be used or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

**Deferred Outflows/Deferred Inflows:**

In addition to assets, the Statement of Net Position includes a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s), and as such will not be recognized as an outflow of resources (expense/expenditures) until then.

In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and as such, will not be recognized as an inflow of resources (revenue) until that time. The District has recognized a deferred inflow of resources related to the recognition of the pension liability reported which is in the Statement of Net Position.

**Unearned Revenue:**

Unearned revenue arises when assets (such as cash) are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements (such as qualified expenditures) are met are recorded as liabilities from unearned revenue.

**Unavailable Revenue:**

In the governmental fund financial statements, receivables associated with non-exchange transactions that will not be collected within the availability period have been recorded as deferred inflows of resources as unavailable revenue.

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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**Expenses/Expenditures:**

On the accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

E. Fund Accounting

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. The District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The District's accounts are organized into two major funds as follows:

- The *General Fund* is the general operating fund of the District and is used to account for all financial resources except those required to be accounted for in another fund.
- The *Special Revenue Fund* is used to account for the revenues received and expenditures made to operate the District's combined fire protection services for the City of Sonoma and the District.

F. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. Districts are required to prepare a Preliminary Budget which is adopted by the Board and submitted to the County Auditor-Controller by June 30<sup>th</sup>. A final Budget is adopted following a Public Hearing on or before September 30<sup>th</sup> which is then submitted to the County Auditor-Controller as a basis for tax allocation. The District's governing board satisfied these requirements. These budgets are revised by the District's governing board and Fire Chief during the year to give consideration to unanticipated income and expenditures. The original and final revised budgets for the General Fund are presented as Required Supplementary Information.

The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account. For the fiscal year ended June 30, 2024, actual expenditures exceeded appropriations in the general fund by \$1,384,862 and the Sonoma Valley Fire and Rescue Authority Fund by \$5,370. However, fund balance and revenues were sufficient to cover the overages.

G. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances were liquidated on June 30.

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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H. Benefit Plans

*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 District's Sonoma County Employee's Retirement Association (SCERA) and California Public Employees' Retirement System (CalPERS) (the Plans) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by SCERA and 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.

*Other Postemployment Benefits Other Than Pensions (OPEB)*

For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense information about the fiduciary net position of the District's Retiree Benefits Plan (the OPEB Plan) and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by the OPEB Plan. For this purpose, the OPEB Plan recognizes benefit payments when due and payable in accordance with the benefit terms.

I. Assets, Liabilities, and Equity

1. Cash and Investments

Cash balances held in banks and in revolving funds are insured to \$250,000 by the Federal Deposit Insurance Corporation.

The District maintains its operating cash in a bank account with the City of Sonoma (the City) which provides finance and treasury functions for the District. The City pools the cash and investments and interest earned is allocated and apportioned quarterly to the District based on the average daily balance for each quarter. The District has a separate bank account for processing payroll.

All District investments are governed by Government Code Section 53601 and Treasury investment guidelines. The guidelines limit specific investments to government securities, domestic chartered financial securities, domestic corporate issues, and California municipal securities.

2. Fair Value Measurements

Investments are recorded at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income.

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction. In determining this amount, three valuation techniques are available:



**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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- Market approach - This approach uses prices generated for identical or similar assets or liabilities. The most common example is an investment in a public security traded in an active exchange such as the NYSE.
- Cost approach - This technique determines the amount required to replace the current asset. This approach may be ideal for valuing donations of capital assets or historical treasures.
- Income approach - This approach converts future amounts (such as cash flows) into a current discounted amount.

Each of these valuation techniques requires inputs to calculate a fair value. Observable inputs have been maximized in fair value measures, and unobservable inputs have been minimized.

3. Prepaid Items

The District has the option of reporting expenditures in governmental funds for prepaid items either when purchased or during the benefiting period. The District has chosen to report the expenditure during the benefiting period.

4. Capital Assets

Capital assets, which include land, buildings and improvements, furniture, equipment, and construction in progress, are reported in the government-wide financial statements. Such assets are valued at historical cost or estimated historical cost unless obtained by annexation or donation, in which case they recorded at acquisition value. The District utilizes a capitalization threshold of \$5,000.

Projects under construction are recorded at cost as construction in progress and transferred to the appropriate asset account when substantially complete. Costs of major improvements and rehabilitation of buildings are capitalized. Repair and maintenance costs are charged to expense when incurred. Equipment disposed of, or no longer required for its existing use, is removed from the records at actual or estimated historical cost, net of accumulated depreciation. All capital assets, except land and construction in progress, are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Building improvements	25-45
Furniture and fixtures	5-15
Mobile equipment	20
Other equipment	10-30

5. Compensated Absences

All vacation and sick leave plus related payroll tax is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements. Because compensated absences are typically paid out upon termination (such as retirement or resignation) of the employee, they are included in annual operating costs for SVFRA. As such, the City pays a share of these costs through their service agreement with the District by payment of a share of operating costs. Based on this current practice, a share of the outstanding balance of compensated absences is allocated to the District based on the share of costs for the SVFRA

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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operation for fiscal year 2024. As of June 30, 2024, the District's share of the compensated absences balance was \$1,229,223.

6. Noncurrent Liabilities

In the government-wide financial statements, long-term debt and other long-term obligations are reported as noncurrent liabilities in the Statement of Net Position.

7. Fund Balance Classifications

In accordance with Government Accounting Standards Board 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the District classifies governmental fund balances as follows:

- *Non-spendable* fund balance includes amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.
- *Restricted* fund balance includes amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.
- *Committed* fund balances includes amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision-making authority and does not lapse at year-end. Committed fund balances are imposed by the District's board of directors.
- *Assigned* fund balance includes amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balance may be assigned by the Fire Chief.
- *Unassigned* fund balance includes positive amounts within the general fund which has not been classified within the above-mentioned categories and negative fund balances in other governmental funds.

The District uses restricted/committed amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as a grant agreement requiring dollar for dollar spending. Additionally, the District would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

8. Net Position

Net position represents the difference between assets, deferred outflows of resources, liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. In addition, deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt also are included in the net investment in capital assets component of net position. Net position is reported as restricted when there are limitations

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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imposed on its use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors, laws or regulations of other governments. The District applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

*Unrestricted net position* reflects amounts that are not subject to any donor-imposed restrictions. This class also includes restricted gifts whose donor-imposed restrictions were met during the fiscal year. A deficit unrestricted net position may result when significant cash balances restricted for capital projects exist. Once the projects are completed, the restriction on these assets are released and converted to capital assets.

9. Property Taxes

The District receives property tax revenue from the County of Sonoma (the County). The County is responsible for assessing, collecting and distributing property taxes in accordance with state law. Secured property taxes are recorded as revenue when apportioned, in the fiscal year of the levy. The county apportions secured property tax revenue in accordance with the alternate method of distribution prescribed by Section 4705 of the California *Revenue and Taxation Code*. This alternate method provides for crediting each applicable fund with its total secured taxes upon completion of the secured tax roll - approximately October 1 of each year. Taxes are levied annually on July 1st, and one-half are due by November 1st and one-half by February 1st. Taxes are delinquent after December 10th and April 10th, respectively. Supplemental property taxes are levied on a pro-rata basis when changes in assessed valuation occur due to the completion of construction or sales transactions. Liens on real property are established on January 15th for the ensuing fiscal year.

On June 30, 1993, the Board of Supervisors adopted the "Teeter" method of property tax allocation. This method allocates property taxes based on the total property tax billed. At year-end, the County advances cash to each taxing jurisdiction equal to its current year delinquent taxes. Once the delinquent taxes are collected, the revenue from penalties and interest remains with the County and is used to pay the interest cost of borrowing the cash used for the advances.

10. Risk Management

The District is exposed to various risks including loss or damage to property, general liability, and injuries to employees. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three years. No significant reductions in insurance coverage from the prior year have been made. The District participates in risk pools under JPAs for property and liability, health benefits, and workers' compensation coverage.

11. Accounting Estimates

The presentation of 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 reported amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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12. Subsequent Events

Management has reviewed subsequent events and transactions that occurred after the date of the financial statements through the date the financial statements were issued. The financial statements include all events or transactions, including estimates, required to be recognized in accordance with generally accepted accounting principles. Management has determined that there is one material subsequent events that require disclosure as follows:

**Kenwood Merger**

At its initial special meeting on July 1, 2024, the board of Directors of the Sonoma Valley Fire District took several executory actions, including adopting a resolution to merge Kenwood Fire District with Sonoma Valley Fire District.

This consolidation of neighboring districts includes the Parties entering into a property tax allocation agreement concerning property tax revenue and other payments to fund the Sonoma Valley Fire District. Additionally, the Sonoma Valley Fire District will accept the transfer to the District of all assets and liabilities of the Kenwood Fire District. As of the date of this report, the amounts to be transferred has not been determined.

13. Implementation of New Accounting Pronouncements

***GASB Statement No. 100, Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62***

This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. This Statement also prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections in previously issued financial statements. The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. The District corrected an error relating to interest accrual in the General Fund and a pooled cash correction in the special revenue fund, \$17,179 and \$51,923, respectively. See Note 5 for additional information.

14. Upcoming Accounting Pronouncements

The District is currently analyzing its accounting practices to determine the potential impact on the financial statements of the following recent GASB Statements:

***GASB Statement No. 101, Compensated Absences***

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

This Statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This Statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter.

***GASB Statement No. 102, Certain Risk Disclosures***

This Statement requires a government to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. Additionally, this Statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.

If a government determines that those criteria for disclosure have been met for a concentration or constraint, it should disclose information in notes to financial statements in sufficient detail to enable users of financial statements to understand the nature of the circumstances disclosed and the government's vulnerability to the risk of a substantial impact. The disclosure should include descriptions for (1) the concentration or constraint (2) each event associated with the concentration or constraint that could cause a substantial impact if the event had occurred or had begun to occur prior to the issuance of the financial statements (3) actions taken by the government prior to the issuance of the financial statements to mitigate the risk. The requirements of this Statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter.

***GASB Statement No. 103, Financial Reporting Model Improvements***

This Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability.

This Statement establishes new accounting and financial reporting requirements or modifies existing requirements related to (a) Management's discussion and analysis (MD&A) (b) Unusual or infrequent items (c) Presentation of the proprietary fund statement of revenues, expenses, and changes in fund net position (d) Information about major component units in basic financial

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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statements (5) Budgetary comparison information (6) Financial trend information in the statistical section

The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter.

**NOTE 2 - CASH AND INVESTMENTS**

A summary of cash and investments as of June 30, 2024, is as follows:

Cash and Investments	Available for Operations	Fair Value June 30, 2024
Cash on Hand and in Banks	\$ 6,214,816	\$ 6,214,816
Investments	3,204,157	3,204,157
Cash in City Treasury	1,426,796	1,426,796
Total Cash and Investments	\$ 10,845,769	\$ 10,845,769

**Cash in Banks**

Cash balances in banks are insured up to \$250,000 per bank by the Federal Deposit Insurance Corporation ("FDIC"). The District's accounts are held with WestAmerica Bank and Hilltop Securities. As of June 30, 2024, the District's bank balances totaled \$6,261,277 which exceeded FDIC coverage by \$6,011,277.

**Cash in City Treasury**

Amounts on deposit with the City are invested pursuant to investment policy guidelines established by the City Treasurer and approved by the City Council. The objectives of the policy are, in order of priority, safety of capital, liquidity and maximum rate of return. The policy addresses the soundness of financial institutions in which the City will deposit funds, types of investment instruments as permitted by the California Government Code, and the percentage of the portfolio which may be invested in certain instruments with longer terms to maturity.

All cash and investments are stated at fair value. Pooled investment earnings are allocated quarterly based on the average cash and investment balances of the various funds and related entities of the City.

*Fair Value Measurements*

GASB 72 established a hierarchy of inputs to the valuation techniques above. This hierarchy has three levels:

- Level 1 inputs are quoted prices in active markets for identical assets or liabilities.
- Level 2 inputs are quoted market prices for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other than quoted prices that are not observable.
- Level 3 inputs are unobservable inputs, such as a property valuation or an appraisal.

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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**Policies and Practices**

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

Limitations as they relate to interest rate risk, credit risk, custodial credit risk and concentration of credit risk are described below:

**a) Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to the changes in market interest rates. The District manages its exposure to interest rate risk by investing in the City Treasury and purchasing a combination of shorter term and longer-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

**b) Credit Risk**

Credit risk is the risk of loss due to the failure of the security issuer. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The investment with the City Investment Pool is governed by the City's general investment policy. The City's investments in fiscal year ended June 30, 2024, included U.S. government securities or obligations explicitly guaranteed by the U.S. government that are not considered to have credit risk exposure. The City's two other investment types, LAIF and money market mutual funds, are not rated. The actual ratings as of June 30, 2024, for all U.S. Treasury Notes and Federal Agency Securities are AA+ as provided by Standard and Poor's investment rating system. Money Market Mutual Funds were rated A-1 by Standard and Poor's investment rating system.

**c) Custodial Credit Risk – Deposits**

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits.

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

**d) Concentration of Credit Risk**

For cash pooled with the City, the District relies on the City’s investment policy which contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government code. In addition, investments that are in either an external investment pool or mutual funds are exempt from government code and disclosure requirements.

The District’s investment policy regarding the amount that can be invested in any one issuer is stipulated by the California Government Code. However, the District is required to disclose investments that represent a concentration of five percent or more of investments in any one issuer, held by individual District funds in the securities of issuers other than U. S. Treasury securities, mutual funds and external investment pools.

The following summarizes the District’s investments as of June 30, 2024:

Investment Type	Rating	Level	Fair Value	Maturities				Concentrations
				12 Months or Less	13 - 24 Months	25 - 60 Months	More Than 60 Months	
Bank Insured Deposits	n/a	n/a	\$ 3,918	\$ -	\$ -	\$ -	\$ -	0.12%
Taxable Bonds	AAA/AA+	1	2,448,440	2,448,440	-	-	-	76.41%
Municipal Bonds	AA-/AA+	1	751,799	47,495	466,854	217,000	20,450	23.46%
<b>Total Investments</b>			<b>\$ 3,204,157</b>	<b>\$ 2,495,935</b>	<b>\$ 466,854</b>	<b>\$ 217,000</b>	<b>\$ 20,450</b>	<b>100.00%</b>

**NOTE 3 - CAPITAL ASSETS AND DEPRECIATION**

The following schedule summarizes capital asset activity for the year ended June 30, 2024:

Capital Assets	Balance July 01, 2023	Additions	Deletions/ Adjustments	Balance June 30, 2024
<b>Non-depreciable:</b>				
Land	\$ 145,172	\$ -	\$ -	\$ 145,172
Construction in Progress	-	1,234,134	(1,092,767)	141,367
<b>Total Non-Depreciable</b>	<b>145,172</b>	<b>1,234,134</b>	<b>(1,092,767)</b>	<b>286,539</b>
<b>Depreciable:</b>				
Buildings and improvements	2,311,207	1,092,767	-	3,403,974
Equipment	6,109,593	113,745	-	6,223,338
<b>Total Depreciable</b>	<b>8,420,800</b>	<b>1,206,512</b>	<b>-</b>	<b>9,627,312</b>
<b>Less Accumulated Depreciation for:</b>				
Buildings and improvements	1,092,208	84,362	-	1,176,570
Equipment	2,716,851	290,919	-	3,007,770
<b>Total Accumulated Depreciation</b>	<b>3,809,059</b>	<b>375,281</b>	<b>-</b>	<b>4,184,340</b>
<b>Total Depreciable - Net</b>	<b>4,611,741</b>	<b>831,231</b>	<b>-</b>	<b>5,442,972</b>
<b>Total Capital Assets - Net</b>	<b>\$ 4,756,913</b>	<b>\$ 2,065,365</b>	<b>\$ (1,092,767)</b>	<b>\$ 5,729,511</b>

During the year, depreciation expense of \$375,281 was charged to public safety, fire services.



**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

**NOTE 4 - SCHEDULE OF CHANGES IN NONCURRENT LIABILITIES**

The following is a summary of the changes in noncurrent liabilities for the year ended June 30, 2024:

Long-term Liabilities	Balance			Balance June 30, 2024	Due Within One Year
	July 01, 2023	Additions	Deductions		
Lease Purchase Agreements	\$ 46,402	\$ -	\$ 46,402	\$ -	\$ -
Total OPEB Liabilities	4,218,560	2,129,205	2,247,012	4,100,753	-
Net Pension Liabilities (Asset)	8,837,512	10,690,167	14,783,726	4,743,953	-
Compensated Absences	1,091,201	138,022	-	1,229,223	307,306
Total Long-term Liabilities	<u>\$14,193,675</u>	<u>\$ 12,957,394</u>	<u>\$ 17,077,140</u>	<u>\$ 10,073,929</u>	<u>\$ 307,306</u>

Lease Purchase Agreements

The District has lease purchase agreements totaling \$434,350 for the purchase of fire engines. The lease purchase agreements have a 1.50% annual interest rate and mature on December 31, 2023. The assets have been included in the District's capital assets. The related liabilities were completely repaid as of June 30, 2024.

**NOTE 5 - ADJUSTMENTS TO AND RESTATEMENTS OF BEGINNING BALANCES**

The following summarizes corrections to beginning fund balance and net position during the fiscal year:

	Reporting Units Affected by adjustments to and Restatements of Beginning Balances		
	Funds		Government-Wide
	General Fund Fund Balance	Special revenue Fund Balance	Net Position
Beginning , as reported	\$ 12,033,606	\$ 658,249	\$ 7,043,544
Pooled cash corrections from the City	-	(51,923)	(51,923)
Interest accrual error	17,179	-	17,179
Beginning , as corrected	<u>\$ 12,050,785</u>	<u>\$ 606,326</u>	<u>\$ 7,008,800</u>

**NOTE 6 - SONOMA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (SCERA)**

***General Information about the Pension Plan***

**Plan Description** - All qualified permanent employees scheduled to work at least 50% of a full-time position are eligible to participate in the District's cost-sharing multiple employer defined benefit pension plans administered by the Sonoma County Employees' Retirement Association (SCERA), a public employee retirement system.

There are currently two tiers applicable to both General and Safety members. Members with membership dates before January 1, 2013 are included in General Plan A or Safety Plan A. Any new member who becomes a member on or after January 1, 2013 is designated as General Plan B or Safety Plan B and is subject to the provisions of California Public Employees' Pension Reform Act of 2013 (PEPRA), California Government Code 7522 et seq. and Assembly Bill (AB) 197. PEPRA was signed into law by

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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Governor Jerry Brown on September 12, 2012, with an effective date of January 1, 2013. All General and Safety employees hired on or after January 1, 2013, with the exception of employees who are eligible for reciprocity with another qualified California retirement system, are part of a new tier called Plan B.

The Plan provides benefits as defined by the law upon retirement, death, or disability of members and may be amended by the Board of Supervisors. The Board of Retirement has the authority to establish and amend benefit provisions and these shall then be adopted by the County Board of Supervisors.

The financial statements for the County (the primary government) contain additional financial information for the defined pension benefits, which is not presented here. SCERA issues an annual financial report that includes financial statements and required supplementary information for the Plan which can be obtained by writing to the Sonoma County Employees' Retirement Association, 433 Aviation Blvd., Suite 100, Santa Rosa, CA 95403-1069.

**Benefits Provided** - The Plan provides retirement, disability, death and survivor benefits to plan members and beneficiaries. The retirement benefits the member will receive is based upon age at retirement, final average compensation (FAC), years of retirement service credit and retirement plan and tier. For Plan A member, the FAC is based on the member's highest consecutive 12 months of compensation earnable. For Plan B members the FAC is based on the member's highest consecutive 36 months of pensionable compensation. The monthly allowance is equal to the final average compensation times the member's years of accrued retirement service credit, times the age factor.

The Plans' provisions and benefits in effect at June 30, 2024, are summarized as follows:

	<b>General Plan A</b>	<b>General Plan B</b>	<b>Safety Plan A</b>	<b>Safety Plan B</b>
Hire date	Before January 1, 2014	After January 1, 2014	Before January 1, 2014	After January 1, 2014
Benefit Determination	(1)	(2)	(1)	(2)
Benefit vesting schedule	5 Years	5 Years	5 Years	5 Years
Benefit payments	Monthly <sup>(3)</sup>	Monthly for Life	Monthly <sup>(3)</sup>	Monthly for Life
Retirement age	50 <sup>(4)</sup>	52 <sup>(5)</sup>	50 <sup>(4)</sup>	50 <sup>(5)</sup>
Monthly benefits as a % of eligible compensation	2.0% to 3.0% <sup>(6)</sup>	1.0% to 2.7% <sup>(6)</sup>	3% <sup>(6)</sup>	2.0% to 2.7% <sup>(6)</sup>
Average employee contribution rates	11.57%	7.70%	11.70%	13.22%
Employer contribution rates	18.53%	11.87%	37.42%	20.51%

(1) Final Average Compensation (FAC1) for benefit determination is based on the member's highest consecutive one year of compensation earnable

(2) Final Average Compensation (FAC3) for benefit determination is based on the member's highest consecutive three years of pensionable compensation

(3) Up to 100% of Final Average Compensation

(4) Age 50 with 10 years of service credit, or age 70 regardless of service credit, or after 30 years of service credit, regardless of age

(5) With 5 years of service credit

(6) The percentage, which is based on the retirement age, is the percent of FAC per year of service

**Contributions** - The Plan is a defined benefit plan that is funded by actuarially determined regular contributions using the entry-age normal cost method. Significant actuarial assumptions used to compute actuarially determined contribution requirements are the same as those used to compute the actuarial

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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accrued liability. Employer contribution rates are adopted annually based upon recommendations received from SCERA’s actuary after the completion of the annual actuarial valuation.

All members are required to make contributions to SCERA regardless of the retirement plan or tier in which they are included. The contribution requirements of Plan members and the County are determined by an independent actuary, approved by the SCERA Board of Retirement, and adopted by the Board of Supervisors. The contribution rates for the fiscal year ended June 30, 2024 were based on the Plan’s valuation dated December 31, 1899.

The contribution rates determined in each actuarial valuation take effect at the beginning of the fiscal year starting at least twelve months after the beginning of the valuation year, except when significant benefit or actuarial assumption changes occur. The County is required to contribute the remaining amounts necessary to finance the coverage of their employees through periodic contributions at actuarially determined rates.

Employer and member contributions are funded and recognized through the County and District payroll systems via employer benefit payments and employee deductions.

For the year ended June 30, 2024, the District’s contributions were \$2,680,692.

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

As of June 30, 2024, the District reported net pension liabilities for its proportionate shares of the net pension liability of the Plan as follows:

	Proportionate Share of Net Pension Liability (Asset)
General	\$ 100,833
Safety	3,948,910
Total Net Pension Liability (Asset)	\$ 4,049,743

The District’s net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of December 31, 1899, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 1899. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The District’s proportionate share of the net pension liability for the Plan as of June 30, 1899 and 2024 was as follows:

	General	Safety	All Plans
Proportion - June 30, 2023	0.0659%	7.2672%	1.9808%
Proportion - June 30, 2024	0.0562%	5.6765%	1.6259%
Change	-0.0097%	-1.5907%	-0.3550%

\*\* All plans is not a total column

For the year ended June 30, 2024, the District recognized pension expense of \$2,439,247 for the Plan.

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of assumptions	\$ 476,691	\$ -
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	2,169,851	2,211,095
Net differences between projected and actual earnings on plan investments	88,019	-
Difference between expected and actual experience	600,274	1,685
Total	\$ 3,334,835	\$ 2,212,780

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

Fiscal Year Ended June 30	Recognized to Pension Expense
2025	1,391,948
2026	(769,445)
2027	1,103,322
2028	(603,770)
Total	\$ 1,122,055

**Actuarial Assumptions** - The total pension liabilities in the December 31, 1899 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	December 31, 2023
Measurement Date	December 31, 2023
Actuarial Cost Method	Entry-Age Actuarial Cost Method
Actuarial Assumptions:	
Discount Rate	6.75%
Inflation	2.50%
Projected Salary Increase	
General	3.55% - 8.00% <sup>(1)</sup>
Safety	4.00% - 10.50% <sup>(1)</sup>
Investment Rate of Return	6.75% <sup>(2)</sup>
Mortality	<sup>(3)</sup>

- (1) Depending on age, service and type of employment
- (2) Net of pension plan investment expenses, including inflation
- (3) Based on RP-2000 Combined Healthy Mortality Table projected with Scale AA

The underlying mortality assumptions and all other actuarial assumptions used in the December 31, 1899 valuation were based on a review of the mortality experience in the January 1, 2009 – December 31, 2011

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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Actuarial Experience Study.

**Discount Rate** - The discount rate used to measure the total pension liability was 6.75% as of December 31, 1899 and December 31, 1899. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the actuarially determined contribution rates. For this purpose, only employer contributions that are intended to fund benefits for current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs for future plan members and their beneficiaries, as well as projected contributions from future plan members, are not included. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments for current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability as of both December 31, 1899 and December 31, 1899.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage, adding expected inflation and subtracting expected investment expenses and a risk margin.

The target allocation (approved by the Board) and projected arithmetic real rates of return for each major asset class, after deducting inflation but before deducting investment expenses, used in the derivation of the long-term expected investment rate of return assumption are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Large Cap U.S. Equity	16.50%	5.35%
Small Cap U.S. Equity	5.00%	6.55%
Developed International Equity	14.88%	6.31%
Global Equity	18.00%	6.28%
Emerging Market Equity	6.62%	8.47%
Core Bonds	16.00%	0.70%
Bank Loans	3.00%	2.43%
Real Estate	10.00%	4.89%
Farmland	5.00%	5.90%
Infrastructure	5.00%	6.05%
Total	<u>100.0%</u>	

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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

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

1% Decrease		5.75%
Net Pension Liability	\$	13,063,035
Current Discount Rate		6.75%
Net Pension Liability (Asset)	\$	4,049,743
1% Increase		7.75%
Net Pension Liability (Asset)	\$	4,130,852

**Determination of Proportionate Share** - The net pension liability is the total pension liability (TPL) minus the plan fiduciary net position (plan assets). In order to determine the NPL for each employer, the unfunded actuarial accrued liabilities (UAAL) determined in the funding valuation is adjusted to use the market value of plan assets (MVA). The difference between the MVA and the valuation value of assets (VVA) is first allocated among General and Safety in proportion to the VVA. The amount determined for each of General and Safety as a group is allocated among the different General and Safety employers, respectively, by using the projected payroll as of the date of the valuation on December 31, 1899 for fiscal year 2024. This is because in the funding valuation, any such deferred investment gains will be allocated in future valuations among the different employers based on the projected payrolls for those employers in those valuations.

**NOTE 7 - CALPERS RETIREMENT PLAN**

*General Information about the Pension Plan*

**Plan Description**

All qualified employees are eligible to participate in the District’s Safety employee pension plans (the Plans); cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees’ Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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**Benefits Provided**

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members. Benefits are based on age at retirement, highest salary for either a one or three year period and years of credited service. The cost-of-living adjustments for the Plans are applied as specified by the Public Employees' Retirement Law. The Plans' provisions and benefits in effect at June 30, 2024, are summarized as follows:

	Safety	
	Fire - PEPPRA	Fire
Benefit formula	2.7% @ 57	2% @ 55
Benefit vesting schedule	5 Years	5 Years
Benefit payments	Monthly for Life	Monthly for Life
Retirement age	57	55
Monthly benefits as a		
% of eligible compensation	2-2.70%	3.00%
Required employee contribution rates	0.000%	0.000%
Required employer contribution rates	0.000%	0.000%

**Employees Covered**

At June 30, 2024, the following employees were covered by the benefit terms for the Plan:

	Safety
Active	-
Transferred	25
Separated	7
Retired	7
Total	39

**Contributions**

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

For the year ended June 30, 2024, the following contributions were made by the District:

	Employer Contributions
Safety	\$ 37,177

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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

As of June 30, 2024, the District reported net pension liabilities for its proportionate shares of the net pension liability of each plan as follows:

	<b>Proportionate Share of Net Pension Liability/(Asset)</b>	
	<hr/>	
Safety	\$	694,210

The District's net pension liability for the Plans is measured as the proportionate share of the net pension liability. The net pension liability of all the Plans are measured as of June 30, 1899, and the total pension liability for the Plans used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 1899 rolled forward to June 30, 1899 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the miscellaneous and safety plans as of June 30, 1899 and 2024 was as follows:

	<u>Safety</u>
Proportion - June 30, 2023	0.00952%
Proportion - June 30, 2024	0.00929%
Change - Increase/(Decrease)	<u>-0.00023%</u>

For the year ended June 30, 2024, the District recognized pension expense of \$52. At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Changes of Assumptions	\$ 40,515	\$ -
Differences between Expected and Actual Experience	50,968	4,363
Differences between Projected and Actual Investment Earnings	95,002	-
Differences between Employer's Contributions and Proportionate Share of Contributions	-	56,767
Change in Employer's Proportion	30,000	7,525
Pension Contributions Made Subsequent to Measurement Date	37,177	-
<b>Total</b>	<u>\$ 253,662</u>	<u>\$ 68,655</u>

The District reported \$37,177 as deferred outflows of resources related to contributions subsequent to the measurement date that will be recognized as a reduction of the net pension liability in the year ended June 30, 2025.



**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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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>Fiscal Year Ending June 30:</b>	<b>Outflows/(Inflows) of Resources</b>
	<b>Safety</b>
2025	\$ 43,087
2026	30,843
2027	71,248
2028	2,652
2029	-
Thereafter	-
<b>Total</b>	<b>\$ 147,830</b>

**Actuarial Assumptions**

The total pension liabilities in the June 30, 1899 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2022
Measurement Date	June 30, 2023
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	6.90%
Inflation	2.30%
Payroll Growth	2.80%
Projected Salary Increase	(1)
Investment Rate of Return	6.8% (2)
Mortality	(3)

- (1) Varies by entry age and service
- (2) Net of pension plan investment expenses, including inflation
- (3) Derived using CalPERS' membership data for all funds

**Discount Rate**

The discount rate used to measure the total pension liability was 6.90 percent for the Plans. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the Plans, 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 6.90 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 6.90 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. According to Paragraph 30 of Statement 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.15 percent investment return assumption used in this accounting valuation is net of administrative expenses.

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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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.

<u>Asset Class (a)</u>	<u>Assumed Asset Allocation</u>	<u>Long-Term Expected Real Return (1)(2)</u>
Global Equity Cap Weighted	30.00%	4.54%
Global Equity NonCap Weighted	12.00%	3.84%
Private Equity	13.00%	7.28%
Treasury	5.00%	0.27%
Mortgage-backed Securities	5.00%	0.50%
Investment Grade Corporates	10.00%	1.56%
High Yield	5.00%	2.27%
Emerging Market Debt	5.00%	2.48%
Private Debt	5.00%	3.57%
Real Assets	15.00%	3.21%
Leverage	-5.00%	-0.59%
Total	<u>100.00%</u>	

- (1) An expected inflation of 2.3% used for this period.  
(2) Figures are based on the 2021-22 Asset Liability Study.

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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

The following presents the District’s net pension liability for the Plans, calculated using the discount rate for the Plans, as well as what the District’s 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:

	<b>Safety</b>
1% Decrease	5.90%
Net Pension Liability	1,056,194
Current	6.90%
Net Pension Liability	694,210
1% Increase	7.90%
Net Pension Liability	398,262

**Pension Plan Fiduciary Net Position**

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

**NOTE 8 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS**

**Plan Description** - The District’s Postemployment Healthcare Plan (PHP) is a single-employer defined benefit healthcare plan including medical, dental, and vision benefits for the below groups of employees.

**Benefits** - The District administers a single-employer defined benefit health care plan. For eligible retired employees hired prior to January 1, 2006, the Plan provides lifetime healthcare benefits through the District's group health insurance plan, which covers both active and retired employees. The District pays 60% of the post-retirement healthcare benefits for the employees and their eligible dependents based on a Memorandum of Understanding with the various unions in which the District's employees are enrolled.

**Contributions** - The District’s contributions are equal to the required benefit payments per contract are approved by the authority of the District’s Board. Total benefit payments during the year were \$162,152. Total benefit payments included in the measurement period were \$256,438. The District’s contributions were 15% of payroll during the measurement period June 30, 1899 (reporting period June 30, 2024). Employees are required to pay for forty percent of the annual premiums during the year.

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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**Actuarial Assumptions** - The following summarized the actuarial assumptions for the OPEB plan included in this fiscal year:

Valuation Date:	June 30, 2023
Measurement Date:	June 30, 2023
Actuarial Cost Method:	Entry-Age Normal
Amortization Period:	20 years
Asset Valuation Method:	Level percentage of payroll, closed
Actuarial Assumptions:	
Discount Rate	3.86%
Inflation	2.75%
Payroll Increases	3.00%
Municipal Bond Rate	3.86%
Mortality	2021 CalPERS Active Mortality for Miscellaneous employees
Retirement	2021 CalPERS 2% @ 55 Rates for Miscellaneous Employees

**Total OPEB Liability** - The District's total OPEB liability was measured as of June 30, 1899 (measurement date) and was determined by an actuarial valuation as of June 30, 2023 (valuation date) for the fiscal year ended June 30, 2024 (reporting date).

**Changes in the Total OPEB Liability** - The following summarizes the changes in the total OPEB liability during the year ended June 30, 2024:

<b>Fiscal Year Ended June 30, 2024</b>	<b>Total OPEB Liability</b>	<b>Plan Fiduciary Net Position</b>	<b>Net OPEB Liability (Asset)</b>
<b>Balance at June 30, 2023</b>	\$ 4,218,560	\$ -	\$ 4,218,560
Service cost	28,211	-	28,211
Interest in Total OPEB Liability	150,934	-	150,934
Balance of changes in assumptions	(94,786)	-	(94,786)
Benefit payments	(256,438)	-	(256,438)
<b>Net changes</b>	<b>(117,807)</b>	<b>-</b>	<b>(117,807)</b>
<b>Balance at June 30, 2024</b>	<b>\$ 4,100,753</b>	<b>\$ -</b>	<b>\$ 4,100,753</b>

Covered Payroll	\$ 669,143
Total OPEB Liability as a % of Covered Payroll	612.84%
Service Cost as a % of Covered Payroll	4.22%
Net OPEB Liability as a % of Covered Payroll	612.84%

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

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**Deferred Inflows and Outflows of Resources** - At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Difference between actual and expected experience	\$ -	\$ 827,774
Change in assumptions	-	358,256
OPEB contribution subsequent to measurement date	162,152	-
<b>Totals</b>	<b>\$ 162,152</b>	<b>\$ 1,186,030</b>

Of the total amount reported as deferred outflows of resources related to OPEB, \$162,152 resulting from District contributions subsequent to the measurement date and before the end of the fiscal year will be included as a reduction of the total OPEB liability in the year ended June 30, 2025.

Amounts to be reported as deferred outflows/inflows of resources will be recognized in OPEB expense as follows:

Year Ended June 30,	
2025	\$ (504,943)
2026	(299,478)
2027	(226,947)
2028	(154,662)
<b>Total</b>	<b>\$ (1,186,030)</b>

**OPEB Expense** - The following summarizes the OPEB expense by source during the year ended June 30, 2024:

Service cost	\$ 28,211
Interest in TOL	150,934
Difference between actual and expected experience	(256,495)
Change in assumptions	(565,042)
<b>OPEB Expense</b>	<b>\$ (642,392)</b>

The following summarizes changes in the total OPEB liability as reconciled to OPEB expense during the year ended June 30, 2024:

Total OPEB liability ending	\$ 4,100,753
Total OPEB liability beginning	(4,218,560)
Change in total OPEB liability	(117,807)
Changes in deferred outflows	-
Changes in deferred inflows	(781,023)
Employer contributions and implicit subsidy	256,438
<b>OPEB Expense</b>	<b>\$ (642,392)</b>

**Sonoma Valley Fire District**  
Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024

**Sensitivity to Changes in the Discount Rate** - The total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher, is as follows:

	<b>Municipal Bond Rate</b>		
	<b>(1% Decrease)</b>	<b>3.86%</b>	<b>(1% Increase)</b>
Total OPEB Liability	\$ 4,716,471	\$ 4,100,753	\$ 3,610,977

**Sensitivity to Changes in the Healthcare Cost Trend Rates** - The total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower or one percentage point higher than current healthcare cost trend rates, is as follows:

	<b>Trend Rate</b>		
	<b>(1% Decrease)</b>	<b>5.00%</b>	<b>(1% Increase)</b>
Total OPEB Liability	\$ 3,614,867	\$ 4,100,753	\$ 4,705,012

**NOTE 9 - JOINT VENTURES (JOINT POWERS AGREEMENTS)**

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the District is covered through its participation in the Fire Agencies Insurance Risk Authority (FAIRA) joint powers agreement. As a member of this public entity risk pool, the District is responsible for appointing an employee as a liaison between the District and FAIRA, implementing all policies of FAIRA, promptly paying all contributions, and cooperating with FAIRA and any insurer of FAIRA. FAIRA is responsible for providing insurance coverage as agreed upon, assisting the District with implementation, providing claims adjusting and defense of any civil action brought against the District. The District also is a member of the Fire District Association of California/Fire Agency Self-Insurance System (FDAC/FASIS) joint powers agreement for workers' compensation coverage. The relationship between the District and the JPAs is such that the JPAs are not component units of the District for financial reporting purposes.

The following is a summary of the most recently available financial information for the JPAs:

	FASIS	FAIRA
Total Assets	\$ 73,735,470	\$ 4,932,856
Total Liabilities	58,135,282	2,867,697
Total Equity	15,600,188	2,065,159
Total Revenues	21,389,919	9,270,720
Total Expenditures	25,288,189	9,206,983

**NOTE 10 - COMMITMENTS AND CONTINGENCIES**

Litigation

The District may be exposed to various claims and litigation during the normal course of business. However, management believes there were no matters that would have a material adverse effect on the District's financial position or results of operations as of June 30, 2024.

**REQUIRED  
SUPPLEMENTARY  
INFORMATION**

**Sonoma Valley Fire District**  
Schedule of Revenues, Expenditures and Changes in Fund Balance  
Budget to Actual (GAAP)  
General Fund  
For the Fiscal Year Ended June 30, 2024

	Budgeted Amounts		Actual (GAAP Basis)	Variance with Final Budget Positive - (Negative)
	Original	Final		
<b>Revenues:</b>				
Property taxes	\$ 7,023,054	\$ 7,293,334	\$ 7,635,091	\$ 341,757
Special taxes	2,317,869	2,352,732	2,310,727	(42,005)
Intergovernmental	6,994,750	7,485,155	8,352,755	867,600
Charges for services	1,527,388	898,057	1,000,554	102,497
Investment earnings	-	-	243,530	243,530
Special assessment	-	-	38,675	38,675
Other revenue	543,880	63,381	330,223	266,842
<b>Total revenues</b>	<b>18,406,941</b>	<b>18,092,659</b>	<b>19,911,555</b>	<b>1,818,896</b>
<b>Expenditures:</b>				
<b>Current</b>				
Salaries and employee benefits	15,989,927	15,927,042	16,657,825	(730,783)
Services and supplies	1,869,700	1,776,516	2,255,192	(478,676)
Capital outlay	1,980,000	1,455,655	1,583,960	(128,305)
<b>Debt service:</b>				
Principal	-	-	46,402	(46,402)
Interest	-	-	696	(696)
<b>Total expenditures</b>	<b>19,839,627</b>	<b>19,159,213</b>	<b>20,544,075</b>	<b>(1,384,862)</b>
<b>Net change in fund balance</b>	<b>(1,432,686)</b>	<b>(1,066,554)</b>	<b>(632,520)</b>	<b>434,034</b>
Fund balance beginning	12,033,606	12,033,606	12,033,606	-
Prior period adjustments	17,179	17,179	17,179	-
Fund balance beginning - as adjusted	12,050,785	12,050,785	12,050,785	-
<b>Fund balance ending</b>	<b>\$ 10,618,099</b>	<b>\$ 10,984,231</b>	<b>\$ 11,418,265</b>	<b>\$ 434,034</b>

The budgetary control level is by fund on the modified accrual basis per U.S. GAAP. Expenditures cannot legally exceed appropriations by fund.



**Sonoma Valley Fire District**  
Schedule of Revenues, Expenditures and Changes in Fund Balance  
Budget to Actual (GAAP)  
Special Revenue Fund  
For the Fiscal Year Ended June 30, 2024

	<u>Budgeted Amounts</u>		Actual (GAAP Basis)	Variance with Final Budget Positive - (Negative)
	<u>Original</u>	<u>Final</u>		
Revenues:				
Investment earnings	\$ -	\$ -	\$ 25,904	\$ 25,904
Total revenues	-	-	25,904	25,904
Expenditures:				
Current				
Services and supplies	-	-	5,370	(5,370)
Total expenditures	-	-	5,370	(5,370)
Excess (deficiency) of revenues over (under) expenditures	-	-	20,534	20,534
Net change in fund balance	-	-	20,534	20,534
Fund balance beginning	658,249	658,249	658,249	-
Prior period adjustments	(51,923)	(51,923)	(51,923)	-
Fund balance beginning - as adjusted	606,326	606,326	606,326	-
Fund balance ending	<u>\$ 606,326</u>	<u>\$ 606,326</u>	<u>\$ 626,860</u>	<u>\$ 20,534</u>

The budgetary control level is by fund on the modified accrual basis per U.S. GAAP. Expenditures cannot legally exceed appropriations by fund.

**Sonoma Valley Fire District**  
Schedule of SCERA Pension Plan Contributions  
For the Fiscal Year Ended June 30, 2024

<b>SCERA</b>	2015	2016	2017	2018	2019
Contractually Required Contributions (Actuarially Determined)	\$ 1,321,245	\$ 1,310,219	\$ 1,368,336	\$ 1,543,092	\$ 1,587,873
Contributions in Relation to Actuarially Determined Contributions	1,321,245	1,310,219	1,368,336	1,543,092	1,587,873
<b>Contribution Deficiency (Excess)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Covered Employee Payroll</b>	<b>\$ 3,726,695</b>	<b>\$ 3,922,995</b>	<b>\$ 3,974,135</b>	<b>\$ 4,118,844</b>	<b>\$ 4,598,112</b>
<b>Contributions as a % of Covered Payroll</b>	<b>35.45%</b>	<b>33.40%</b>	<b>34.43%</b>	<b>37.46%</b>	<b>34.53%</b>
<b>SCERA</b>	2020	2021	2022	2023	2024
Contractually Required Contributions (Actuarially Determined)	\$ 1,717,341	\$ 2,517,065	\$ 2,236,065	\$2,282,028	\$ 2,680,629
Contributions in Relation to Actuarially Determined Contributions	1,717,341	2,517,065	2,236,065	2,282,028	2,680,629
<b>Contribution Deficiency (Excess)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Covered Employee Payroll</b>	<b>\$ 4,884,100</b>	<b>\$ 5,188,830</b>	<b>\$ 6,660,658</b>	<b>\$ 7,357,661</b>	<b>\$ 7,963,262</b>
<b>Contributions as a % of Covered Payroll</b>	<b>35.16%</b>	<b>48.51%</b>	<b>33.57%</b>	<b>31.02%</b>	<b>33.66%</b>

**Notes to Schedule:**

Assumptions Used:                   December 31, 2022  
Entry Age Actuarial Cost Method  
Level percent of payroll for total Unfunded Actuarial Accrued Liability (UAAL)  
Nine years Remaining Amortization Period  
Inflation Assumed at 2.50%  
Investment Rate of Returns set at 6.75%  
Based on RP-2000 Combined Healthy Mortality Table projected with Scale AA

Fiscal year 2015 was the first year of implementation, therefore only seven years are shown.

There were no changes in benefit terms.

The discount rate decreased from 7% to 6.75% in the 2023 valuation.

**Sonoma Valley Fire District**  
Schedule of PERS Miscellaneous Pension Plan Contributions  
For the Fiscal Year Ended June 30, 2024

**Miscellaneous Plan**

Plan Measurement Date	2014	2015	2016	2017	2018
Fiscal Year Ended	2015	2016	2017	2018	2019
Contractually Required Contributions	\$ 9,971	\$ 5,802	\$ -	\$ -	\$ -
Contributions in Relation to					
Contractually Required Contributions	9,971	5,802	-	-	-
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Payroll	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions as a % of Covered Payroll	0.00%	0.00%	0.00%	0.00%	0.00%

**Miscellaneous Plan**

Plan Measurement Date	2019	2020	2021	2022	2023
Fiscal Year Ended	2020	2021	2022	2023	2024
Contractually Required Contributions	\$ 248	\$ -	\$ -	\$ -	\$ -
Contributions in Relation to					
Contractually Required Contributions	248	-	-	-	-
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Payroll	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions as a % of Covered Payroll	0.00%	0.00%	0.00%	0.00%	0.00%

**Sonoma Valley Fire District**  
Schedule of PERS Safety Pension Plan Contributions  
For the Fiscal Year Ended June 30, 2024

<b>Safety Plan</b>					
Plan Measurement Date	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Fiscal Year Ended	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Contractually Required Contributions	\$ 33,754	\$ 40,610	\$ 14,243	\$ 18,035	\$ 25,387
Contributions in Relation to					
Contractually Required Contributions	33,754	40,610	14,243	18,035	25,387
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Payroll	\$ 131,073	\$ 154,179	\$ 187,914	\$ 108,294	\$ -
Contributions as a % of Covered Payroll	25.75%	26.34%	7.58%	16.65%	0.00%
<b>Safety Plan</b>					
Plan Measurement Date	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Fiscal Year Ended	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Contractually Required Contributions	\$ 29,242	\$ 41,358	\$ 49,460	\$ 63,010	\$ 37,177
Contributions in Relation to					
Contractually Required Contributions	29,242	41,358	49,460	63,010	37,177
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Payroll	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions as a % of Covered Payroll	0.00%	0.00%	0.00%	0.00%	0.00%

**Notes to Schedule:**

Valuation Date: June 30, 2022  
Assumptions Used: Entry Age Method used for Actuarial Cost Method  
Level Percentage of Payroll and Direct Rate Smoothing  
Remaining Amortization Period no more than 29 years  
Inflation Assumed at 2.30%  
Investment Rate of Returns set at 6.8%  
The mortality table was developed based on CalPERS-specific data. The rates incorporate Generational Mortality to capture ongoing mortality improvement using 80% of Scale MP 2020 published by the Society of Actuaries. For more details, please refer to the 2021 experience study report that can be found on the CalPERS website.

The CalPERS discount rate was increased from 7.50% to 7.65% in FY2016, to 7.15% in FY2018, and then decreased to 6.90% in FY. The CalPERS mortality assumptions was adjusted in fiscal year 2023.

Schedule of SCERA Proportionate Share  
Of Net Pension Liability  
For the Fiscal Year Ended June 30, 2024

SCERA	2015	2016	2017	2018	2019
Fiscal Year Ended					
District's Proportion of Net Pension Liability	1.16589%	1.47142%	1.46575%	1.15522%	1.44092%
District's Proportionate Share of Net Pension Liability	\$ 2,527,396	\$ 6,074,799	\$ 5,754,104	\$ 1,950,190	\$ 7,122,021
District's Covered Employee Payroll	\$ 3,726,695	\$ 3,922,995	\$ 3,974,135	\$ 4,118,844	\$ 4,598,112
<b>District's Proportionate Share of NPL as a % of Covered Employee Payroll</b>	<b>67.82%</b>	<b>154.85%</b>	<b>144.79%</b>	<b>47.35%</b>	<b>154.89%</b>
<b>Plan Fiduciary's Net Position as a % of the Total Pension Liability</b>	<b>91.21%</b>	<b>92.81%</b>	<b>84.83%</b>	<b>86.28%</b>	<b>94.74%</b>
<b>SCERA</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Fiscal Year Ended					
District's Proportion of Net Pension Liability	0.93003%	0.63451%	5.30825%	1.98084%	1.62587%
District's Proportionate Share of Net Pension Liability	\$ 2,106,077	\$ 1,210,194	\$ (3,254,503)	\$ 8,183,533	\$ 4,049,743
District's Covered Employee Payroll	\$ 4,884,100	\$ 5,188,830	\$ 6,660,658	\$ 7,357,661	\$ 7,963,262
<b>District's Proportionate Share of NPL as a % of Covered Employee Payroll</b>	<b>43.12%</b>	<b>23.32%</b>	<b>-48.86%</b>	<b>111.22%</b>	<b>50.86%</b>
<b>Plan Fiduciary's Net Position as a % of the Total Pension Liability</b>	<b>85.02%</b>	<b>94.28%</b>	<b>108.54%</b>	<b>80.44%</b>	<b>91.03%</b>

Fiscal year 2015 was the first year of implementation, therefore only seven years are shown.  
The discount rate remained 7% in the 2021 valuation.

Schedule of PERS Misc & Safety Proportionate Share  
Of Net Pension Liability  
For the Fiscal Year Ended June 30, 2024

<b>Miscellaneous and Safety Plan</b>					
Plan Measurement Date	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Fiscal Year Ended	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Proportion of Net Pension Liability (Safety and Misc)	0.00525%	0.00418%	0.00439%	0.00528%	0.00548%
Proportionate Share of Net Pension Liability	\$ 326,832	\$ 286,864	\$ 380,158	\$ 523,613	\$ 527,809
Covered Payroll	\$ 131,309	\$ 131,073	\$ 154,179	\$ 187,914	\$ 108,294
Proportionate Share of NPL as a % of Covered Payroll	248.90%	218.86%	246.57%	278.65%	487.39%
Plan's Fiduciary Net Position as a % of the TPL	81.15%	77.48%	76.81%	76.25%	78.42%
<b>Miscellaneous and Safety Plan</b>					
Plan Measurement Date	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Fiscal Year Ended	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Proportion of Net Pension Liability (Safety and Misc)	0.00544%	0.00513%	0.00578%	0.01132%	0.01113%
Proportionate Share of Net Pension Liability	\$ 556,980	\$ 558,042	\$ 312,673	\$ 1,307,958	\$ 694,210
Covered Payroll	\$ -	\$ -	\$ -	\$ -	\$ -
Proportionate Share of NPL as a % of Covered Payroll	0.00%	0.00%	0.00%	0.00%	0.00%
Plan's Fiduciary Net Position as a % of the TPL	76.57%	74.76%	86.41%	73.83%	73.69%

The CalPERS discount rate was increased from 7.50% to 7.65% in FY2016, to 7.15% in FY2018, and then decreased to 6.90% in FY2023. The CalPERS mortality assumptions was adjusted in fiscal year 2023.

Schedule of Changes in Total OPEB Liability  
For the Fiscal Year Ended June 30, 2024

Fiscal Year Ended	2018	2019	2020	2021
<b>Total OPEB liability</b>				
Service cost	\$ 35,919	\$ 29,329	\$ 29,565	\$ 28,573
Interest	205,016	225,462	229,450	140,377
Differences between expected and actual experience	-	-	(2,003,105)	-
Changes of assumptions	(781,329)	(66,027)	80,882	486,865
Benefit payments	(117,250)	(177,762)	(189,384)	(191,224)
Net change in Total OPEB Liability	(657,644)	11,002	(1,852,592)	464,591
Total OPEB Liability - beginning	7,079,728	6,422,084	6,433,086	4,580,494
Total OPEB Liability - ending	\$ 6,422,084	\$ 6,433,086	\$ 4,580,494	\$ 5,045,085
Covered Payroll	\$ 6,819,116	\$ 7,030,017	\$ 1,281,816	\$ 669,143
Net OPEB liability as a percentage of covered payroll	94.18%	91.51%	357.34%	753.96%
Total OPEB liability as a percentage of covered payroll	94.18%	91.51%	357.34%	753.96%
Fiscal Year Ended	2022	2023	2024	
<b>Total OPEB liability</b>				
Service cost	\$ 36,739	\$ 51,099	\$ 28,211	
Interest	120,738	105,358	150,934	
Changes of benefit terms	-	-	-	
Differences between expected and actual experience	(432,427)	-	54,272	
Changes of assumptions	1,075,478	(1,301,040)	(94,786)	
Benefit payments	(234,011)	(248,459)	(256,438)	
Implicit subsidy fulfilled	-	-	-	
Net change in Total OPEB Liability	566,517	(1,393,042)	(117,807)	
Total OPEB Liability - beginning	5,045,085	5,611,602	4,218,560	
Total OPEB Liability - ending	\$ 5,611,602	\$ 4,218,560	\$ 4,100,753	
Covered Payroll	\$ 791,328	\$ 677,010	\$ 669,143	
Net OPEB liability as a percentage of covered payroll	709.14%	623.12%	612.84%	
Total OPEB liability as a percentage of covered payroll	709.14%	623.12%	612.84%	

*Other Notes*

GASB 75 requires a schedule of contributions for the last ten fiscal years, or for as many years as are available if less than ten years are available. GASB 75 was adopted as of June 30, 2018.

There were no changes in benefit terms.

The discount rates was 3.56% in 2018, 3.62 % in 2019, 3.13% in 2020, 2.45% in 2021, 1.92% in 2022, 3.69% in 2023 and 3.86% in 2024.

**OTHER INDEPENDENT  
AUDITOR'S REPORTS**





**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors  
Sonoma Valley Fire District  
Sonoma, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Sonoma Valley Fire District (the District) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated January 20, 2025.

***Report on Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and



material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

C & A LLP

January 20, 2025  
Morgan Hill, California



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 March 11, 2025

<b>Agenda Item No.</b>	<b>Staff Contact</b>
10a	Jennifer Jason, Chief Financial Officer

**Agenda Item Title**  
 Accept fiscal year 2023/2024 SVFD District financial audit.

**Recommended Actions**  
 Accept audit

**Executive Summary**  
 Audit firm Chavan & Associates, LLP completed the fiscal year 2023/2024 financial audit for the SVFD District. The Board is now asked to accept the document.

**Alternative Actions**  
 Decline to accept or request more information prior to accepting the audit.

**Strategic Plan Alignment**  
 Not applicable

<b>Fiscal Summary – FY 24/25</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (if required)**

**Attachments**  
 1. Sonoma Valley Fire District - Annual Financial Audit Report, June 30, 2024



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 March 11, 2025

<b>Agenda Item No.</b>	<b>Staff Contact</b>		
10b	Steve Akre, Fire Chief		
<b>Agenda Item Title</b>			
Approval of Updated Job title and Description: Fire Prevention Battalion Chief – Administrative Assignment			
<b>Recommended Actions</b>			
Approve the attached updated job title and description			
<b>Executive Summary</b>			
<p>As part of the District’s strategic reorganization and in alignment with our Strategic Plan, we recommend elevating the Fire Prevention Inspector position to the rank of Battalion Chief. This reclassification supports the broader restructuring efforts while ensuring the position accurately reflects its leadership, management, and operational responsibilities. Recognizing the management-level work performed in this role is essential to meeting the District’s evolving fire prevention and life safety needs.</p> <p>With ongoing community growth and an increasing demand for proactive fire safety measures, stronger leadership in fire prevention is critical. Elevating this position enhances the chain of command, integrating fire prevention efforts more effectively with emergency response and operational planning. This structured approach improves interdepartmental coordination, optimizes resource allocation, and strengthens overall emergency preparedness and succession planning.</p> <p>Ultimately, transitioning this position to Battalion Chief is a strategic and necessary step that reinforces the District’s commitment to public safety, operational efficiency, and organizational effectiveness. Aligning fire prevention leadership within the broader command structure ensures the District remains responsive to the increasing demands of fire safety, risk management, and regulatory compliance while maintaining fire prevention as a top priority.</p>			
<b>Alternative Actions</b>			
Deny the approval, request additional information or provide direction on desired changes			
<b>Strategic Plan Alignment</b>			
This effort is in alignment with Goals 2A; 2C; 4B			
<b>Fiscal Summary – FY 24/25</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 312,685	District General Fund	\$ 322,511
Add. Appropriations Reqd.	\$ 9,826	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$322,511</b>	<b>Total Sources</b>	<b>\$ 322,511</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
<b>Attachments</b>			
1. Fire Prevention Battalion Chief – Administrative Assignment			



# Sonoma Valley Fire District

Proudly Serving the Communities of  
Sonoma, Valley of the Moon, Glen Ellen, Kenwood, and Mayacamas



## Sonoma Valley Fire District Prevention Battalion Chief / Deputy Fire Marshal

### SUMMARY

Under administrative direction of the Deputy Chief / Fire Marshal, the Prevention Battalion Chief / Deputy Fire Marshal performs responsible mid-management, technical and administrative work in developing, directing and supervising functional and/or organizational activities of the Prevention Division, providing highly responsible and technical staff assistance and exercising considerable independent judgment in developing and supervising the department's Prevention Division. This Classification is consistent with that of a Battalion Chief and is eligible to function in its full capacity, members assigned to this role are eligible for Battalion Chief vacancies as they occur.

All public employees are determined to be disaster service workers under Section 3101 of Government Code. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.

### DISTINGUISHING CHARACTERISTICS

This is a mid-management public safety classification. Incumbents are expected to exercise considerable independent judgment in developing and managing functions of the Prevention Division. This classification is distinguished from the class of Fire Captain in that the latter is a first-line supervisory classification, with responsibility for a single company or for functional administration and/or supervision of specific programs.

### SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Deputy Chief / Fire Marshal.

Direct supervision is exercised over the Prevention Captain / RVMC and other subordinate personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Under administrative direction of the Fire Marshal, the Fire Prevention Battalion Chief will conduct technical fire inspections and public fire education, and perform investigative work to ensure compliance with laws, ordinances and regulations pertaining to the prevention and control of fires and the safe storage, handling and use of hazardous materials. Incumbents will assist in the performance of fire investigations and plan review.

Incumbents in this classification are considered Peace Officers under Penal Code section 830.37(b) when acting in their capacity to enforce laws relating to fire prevention and fire investigation.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Knowledge of:

- Principles, practices and techniques of fire prevention.
- Department policies and procedures; federal, state and local fire prevention codes and ordinances.
- Arrest, search and seizure procedures.
- Principles and techniques of building inspection work.
- Practices, procedures and equipment used in fire investigations, including the ability to recognize and collect evidence.
- Procedures and techniques of operation of equipment such as fire extinguishers, sprinkler systems and alarms.
- Procedures and techniques used to control hazardous materials.
- Principles, practices and techniques of building and life safety construction practices.
- Principles of public speaking and workshop presentation, budget preparation and administration, and supervision, training and performance evaluation.
- Proper utilization and maintenance requirements for fire apparatus, equipment, tools, devices and facilities.
- Pertinent federal, state and local laws, codes and regulations.
- Emergency management and planning.
- Incident command.
- Fire behavior and firefighting techniques.
- Local geography including the location of water system mains and hydrants and the major fire and life safety hazards in the city and surrounding area.
- First aid, CPR and related medical assistance techniques.

### Ability to:

- Apply technical knowledge, follow proper inspection techniques, and detect deviations from plans, regulations, and standard safety practices.
- Establish and maintain effective working relationships with those contacted in the course of work including city and other government officials, community groups and the general public.
- Perform journey-level fire prevention inspection for a variety of buildings, structures, and installations.
- Enforce a variety of codes, ordinances, and regulations pertaining to fire prevention and hazardous materials with firmness and tact.
- Read and interpret building plans.
- Manage, direct and coordinate the work of supervisory and technical personnel.

- Select, supervise, train and evaluate staff.
- Prepare training and work assignment schedules.
- Prepare and administer budgets.
- Maintain an open management style, open to new ideas and suggestions for change.
- Prepare clear and concise reports.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Demonstrate physical endurance, agility, strength and stamina in the performance of hazardous tasks under emergency conditions.
- Think and act quickly in emergencies.
- Communicate clearly and concisely, both orally and in writing.
- Put aside personal views and implement policy direction.
- Maintain cooperative relations with builders, contractors, businesses and the public.
- Interpret and enforce federal, state and local fire prevention and hazardous materials codes and ordinances.
- Identify fire hazards and recommend corrective actions.
- Identify types and determine causes of fires.
- Recognize, identify, and preserve evidence.
- Effectively interview witnesses and suspects.
- Work effectively without close supervision.
- Comprehend and make inferences from written material.
- Communicate effectively orally and in writing.
- Prepare and maintain a variety of records and reports.
- Participate in structured classroom lecture as both student and instructor.
- Make effective presentations in front of groups.
- Develop and conduct fire prevention and fire investigation activities.

### **EXPERIENCE and/or EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

*Education:* Equivalent to completion of a certificate program in Fire Technology or Fire Science from an accredited college; and California State Board of Fire Services accredited courses Fire Inspector 1A, 1B, 1C and 1D, and Fire Investigation 1A and 1B.

*Highly Desirable:* Company Officer 2C: Fire Inspections and Investigation Course Plan or equivalent. Completion of a POST certified PC 832 course.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of an appropriate, valid California Driver License is required (Class C with Firefighter Endorsement or equivalent). EMT or Higher. Completion of a POST certified PC 832 course within one year of employment.

## **PHYSICAL DEMANDS**

Incumbents assigned to this classification, when performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions; tolerate very hot and very cold temperatures; move debris and dirt or other material using a shovel or rake; walk over rough, uneven or rocky surfaces; work at heights greater than 10 feet; climb ladders or steps to reach objects; wear a self-contained breathing apparatus; hear alarms and other auditory warning devices; observe or monitor objects, such as fire protection equipment and systems, and buildings, to comply with safety standards; work in small, cramped areas; use common hand tools; bend or stoop repeatedly or continually over time; use stomach and lower back muscles to support the body; perform physical inventories; discriminate among colors or match colors of wiring systems and color coded valves and piping; move objects, such as portable generators, tools, equipment and evidence, weighing up to 100 pounds over long distances; stand or walk for extended periods of time with the inability to rest at will; and use arms above shoulder level.

Must be able to drive an emergency vehicle at high speeds while operating and making broadcasts over a two-way radio. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

When not performing duties in the field, incumbents work in an indoor office setting and are required to enter data into a terminal, PC or keyboard device; produce written documents using proper grammar, punctuation, and spelling; use graphic instructions, blueprints and layouts as part of the plan review process when checking for code compliance; and sit for extended periods of time with the ability to move at will.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is routinely high.