

Tuesday March 19, 2019

**BOARD OF DIRECTORS
AMADOR FIRE PROTECTION DISTRICT
COUNTY ADMINISTRATION CENTER**

810 Court Street
Board of Supervisors Chambers
Jackson, California 95642

AGENDA

-- 10:30a.m. --

Please Note: All Board of Directors meetings are recorded.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the Clerk of the Board staff, at (209) 223-6391 or (209) 223-6646(fax). Requests must be made as early as possible and at least one-full business day before the start of the meeting. Assisted hearing devices are available in the Board Chambers for public use during all public meetings.

Pursuant to Government Code 54957.5, all materials relating to an agenda item for an open session of a regular meeting of the Board of Directors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at and after the time of such distribution, in the office of the Clerk of the Board of Directors, 810 Court Street, Jackson, California 95642, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or District staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials that are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.2.

PLEDGE OF ALLEGIANCE

AGENDA: Off-agenda items must be approved by the Board pursuant to Section 54954.2 of the Government Code.

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only; no action will be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the AFPD Board of Directors; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. **Please note - there is a five (5) minute limit per topic.**

ADMINISTRATIVE MATTERS

(1) PRESENTATION BY MIKE DAW OF THE FIREFIGHTERS BURN INSTITUTE:

Presentation of plaque to Fire Chief Walter White for participation in the 2019 Fill the Boot for Burns fundraiser, and provide information relative to who the Firefighter Burn Institute is and what they do for citizens and firefighters of Amador County.

(2) VEHICLE MAINTENANCE REPORT: Report of expenses for maintenance and repair of District vehicle fleet.

(3) APPROVAL FOR FUTURE ACTION: REPEAL OF ORDINANCE 002 AND ADOPTION OF ORDINANCE 007 INCREASE TO FEE SCHEDULE: Discussion and possible action relative to subject matter.

- (4) APPROVAL FOR FUTURE ACTION: ORDINANCE 008 ADOPTION AND IMPLEMENTATION OF A FIRST RESPONDER FEE:** Discussion and possible action relative to subject matter.

MISCELLANEOUS MATTERS

- (5) MINUTES:** Review and approval of the regular minutes of the Board of Directors meeting of February 19, 2019, as presented or revised.

CLOSED SESSION may be called for labor negotiations (pursuant to Government Code §54957.6), personnel matters (pursuant to Government Code §54957), real estate negotiations/acquisitions (pursuant to Government Code §54956.8), and/or pending or potential litigation (pursuant to Government Code §54956.9).

- (6) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL RELEASE (§ 54957):** Review and direction to staff.

- (7) CLOSED MINUTES:** Review and approval of the confidential minutes of the Board of Directors meeting of February 19, 2019

ADJOURNMENT

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/19/2019

From: Walter White
(Department Head - please type)

Phone Ext. 391

Department Head Signature Walter White

- ☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session

Meeting Date Requested:

03/19/2019

Agenda Title: Presentation by Mike Daw of the Firefighters Burn Institute

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Presentation of plaque to Fire Chief Walter White for participation in the 2019 Fill the Boot for Burns fundraiser, and provide information relative to who the Firefighter Burn Institute is and what they do for citizens and firefighters of Amador County.

Recommendation/Requested Action:

None

Fiscal Impacts (attach budget transfer form if appropriate)

None

Staffing Impacts

None

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name

Committee Recommendation:

Request Reviewed by:

Chairman _____

Counsel _____

Auditor _____

GSA Director _____

CAO _____

Risk Management _____

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date 08/21/18

Time 10:30am

Item # 1

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on

Completed by

A new ATF is required from

Department

For meeting

of

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/19/2019

From: Walter White
(Department Head - please type)

Phone Ext. 391

☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session
Meeting Date Requested:

03/19/2019

Department Head Signature Walter White

Agenda Title:

VEHICLE MAINTENANCE REPORT

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Report of expenses for maintenance and repair of District vehicle fleet.

Recommendation/Requested Action:

Review attached report

Fiscal Impacts (attach budget transfer form if appropriate)

None

Staffing Impacts

None

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name

Committee Recommendation:

Request Reviewed by:

Chairman

Counsel

Auditor

GSA Director

CAO

Risk Management

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date

Time

Item #

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes:

Resolution

Ordinance

Other:

Noes

Resolution

Ordinance

Absent:

Comments:

Distributed on

A new ATF is required from

Department

For meeting

of

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

Completed by

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	February Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
C-5100 - 2015 Ford Explorer AWD (Fire Chief)	1FM5K8AR7FGB25939 {E} 1460509	19,530	35,220		8/21/18 11/20/18 12/8/18	Glass Doctor - Replace Cracked/Broken windshield - deductible only (\$500) Sterling Auto Repair - A Service (\$87.86) Jackson Tire - 4 new tires (\$760.05)	\$0.00	\$1,761.04
C-5108/09 - 2010 Ford Expedition XLT 4x4 (Prevention-08/09)	1FMJU1G59AEA43199 {E} 1305976	162,270	17,535		7/10/18 9/11/18 11/7/18 11/7/18 12/8/18 12/8/18	Riebes - light (\$1.28) Stein's Auto - replace/install new engine (in Aug) (\$7273.80) Stein's Auto - B Service (\$84.65) Riebes - Misc. (\$40.92) Riebes - Misc. (\$16.15) Riebes - Tire Cables (\$93.73)	\$0.00	\$15,326.05
C-5103 - 2016 Ford F250 4x4 (Battalion Chief)	1FT7X2B60GEA66410 {E} 1485648	19,611	57,367		7/10/18 8/21/18 8/25/18 9/4/18 9/4/18 10/10/18 12/8/18 1/10/19 1/15/19	Riebes - wiper (\$52.19) Sterlings - Rotate tires, brakes pads, lube, filters, etc. (\$996.35) Stein's - Brake Pads cracked, repaired under warranty (\$0.00) Randy's Tire in Sonora - 2 tires/rplc from striketeam (\$931.27) Jackson Tire - 2 New tires (\$449.99) Riebes - Wiper Blades, misc. parts (\$34.19) Riebes - Misc. Parts (\$66.79) US Bank - Scanner (\$259.37) Sterling Auto - A Service (\$237.86)	\$0.00	\$4,614.56
C-5104 - Chief 2011 Ford F250 4x4 (Battalion Chief)	1FT7X2B62BEA30761 {E} 1306800	92,337	112,513		8/8/18 8/8/18 8/28/18 1/22/19	Sterling's Auto - spark plugs, spark plug wires, lube, oil and filter, belt tensioner, cooling system flush, air filter, fuel injection service (\$2,357.29) Sterling's Auto - Replace Battery (\$208.39) Stein's - Brake pads (front) & under warranty, resurfaced front rotors, front calipers (\$380.81) Sterling Auto - Diagnose & Repair "Runs Rough" (\$677.68)	\$0.00	\$6,688.10
C-5105 - Chief 2012 Ford Expedition 4x4 (Battalion Chief)	1FMJU1G5XCEF67187 {E} 1401123	67,531	77,710		11/6/18 11/6/18	Jackson Tire - remove tires and remount studded tires (\$34.00) Steins Auto Care - A service, coolant leak repair, brakes (\$659.47)	\$0.00	\$5,047.46
C-5106 -2009 Ford F250 4x4 (Battalion Chief)	1FTSX21569EA15399 {E} 1294991	65,530	75,004		8/14/18 9/11/18 11/7/18	Sterling's Auto - A, B and C Service, Rear Brake Pads, Rotate Tires (\$1639.17) Riebes - Lift support (\$116.33) Riebes - Wiper Blades (\$25.58)	\$0.00	\$5,008.67
E-5111 2015 Rosenbauer 4x4 (111 First Out)	54F2CB417FWM11449 {E} 1488122	19,474		OOS Burtons - Front Step Repair Cummins - VGT Code (variable geometry turbo)/Under Warranty FP Brake Drum & Pads New Tie End Rods	7/10/18 9/18/18 10/16/18 10/16/18 10/2/18 11/7/18 12/8/18 12/8/18 1/10/19	Sterling Auto - AC inop (\$726.96) EVO - New antenna (\$61.96) Burton's Fire - Mud Flap (\$38.32) Burton's Fire - Switch and Low Coolant Sensor (\$609.12) Jackson Tire - 4 New GY Tires (\$2,388.63) Riebes - Wiper Blades, Lights, etc. (\$159.71) Riebes - Rubber Stamp/Parts for Chains (\$20.36) Sterlings - B Service (\$675.82) Pewag - Truck/Engine Snow Cable Chains (\$94.59)	\$0.00	\$14,443.22

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	February Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5113 1991 KME 4x4	1HTSEPCR4NH415881 {E} 349699	80,306	86,002				\$0.00	\$16,891.00
SQ-5115 2003 Ford F350 4X4 (previously SQ-145)	1FDWF37P23ED60337 {E}1159107	42,236	43,229		10/2/18	Sterling Auto - B Service, Brakes, Rotors and Calipers (\$1,444.71)	\$0.00	\$12,527.86
WT-5116 2015 Kenworth	2NK1HJH8X9FM437394 {E}1410351	2,230	4,830		9/18/18	Doug Veerkamp's - B Service (\$864.50)	\$0.00	\$2,389.32
SQ-5125 2008 Ford F350 (Previously SQ-115)	1FDWX37RX8EC15309 {E}1281212	99,175	103,380		10/23/18 12/7/18 12/7/18	Sterlings Auto - A Svc, Remove and Replace Water Pump, Radiator Hose, Replace Original Shock (\$4,297.82) Riebes - Windshield Wipers (\$19.37) Jackson Tire - 6 new tires (\$1304.74)	\$0.00	\$7,063.84
WT-5126 2007 Kenworth	2NKMHZ8X67M199258 {E} 1212617	16,891	18,124		1/22/19	Jackson Tire - 6 new tires (\$3344.53)	\$0.00	\$7,276.92
E-5141 2018 Rosenbauer (114 First Out)	54F2CA414JWM12044 {E}1369499	0	6,628		11/7/18	Riebes - antifreeze (\$25.31)	\$0.00	\$25.31
WT-5146 1996 International	1HTSDADR7TH397632 {E} 035872	38,174		OOS - Burtons Inspection on possible cracked pump	9/11/18 10/2/18 10/4/18 12/4/18	Sterling's Auto - A & B Service (\$534.58) Glass Doctor - Driver Side Mirror Replaced (\$43.10) United Fire - QG Relief Valve Kit (\$26.41) Glass Doctor - Passenger Side Mirror Replaced (\$43.10)	\$0.00	\$4,922.73
E-5148 2003 HME (114 First Out) (Previously E-5141)	44KFT42822WZ20024 {E}1159077	82,595	100,276		7/10/18 7/10/18 8/14/18 8/14/18 9/4/18 10/10/18 12/4/18 1/8/19 1/22/19	Riebes - antifreeze and lights (\$75.90) Real Work Trucks - door rod and spring (\$63.79) Doug Veerkamp's - A Service, Flush cooling sys (A/C inop), Check airleak, rplc Ft and RR brakes, drums and hardware, rplc driveline at trans, rplc heater valve, repair heater control cable, clean out radiator (\$3,688.59) Sterling's - Rep exhaust leak, remove and replc gaskets and hardware (\$1153.01) HNC Truck Parts - Headlight Switch (\$52.95) Riebes - lights (\$54.60) Sterling Auto - Repair leaking of coolant and remove/replc radiator (\$6479.56) Riebes - Air Filter (\$210.11) Doug Veerkamp - B Service, replace ps return hose, o rign, etc. repair wiring to clearance light (\$1009.15)	\$0.00	\$47,740.71
U-5210 2000 Ford Explorer 4x4	1FMPU16LXYLB47751 {E} 1022891	107,494	109,954		9/11/18 9/11/18	Stein's Auto - A Service (\$78.51) Riebes - Windshield wash and wipers (\$26.32)	\$0.00	\$830.48
E-5211 1991 KME	1HTSDPCR9NH416110 {E} 366231	33,432	36,883		7/17/18 11/7/18	Doug Veerkamp - B svc (\$585.84) Plymouth Ace - Antifreeze (\$25.84)	\$0.00	\$5,379.05

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	February Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5214 2008 Ford F550	1FDAX57R58EB35812 {E}1281210	28,278	30,145		12/22/18	Sterling Auto - Repair "lacking power", replace cac tube boots, intercooler, radiator hose, fuel pump, etc. (\$4524.60)	\$0.00	\$7,981.71
WT-5216 2015 Kenworth	2NKHJHJ8X7FM437393 {E}1410352	3,030	4,463		9/25/18	Doug Veerkamp - B Svc (\$635.87)	\$0.00	\$3,376.08
E-5221 2003 HME (122 First Out)	44KFT42842WZ20025 {E} 1159078	97,576	114,729		7/10/18 7/10/18 7/24/18 8/14/18 9/4/18 9/4/18 9/11/18 10/30/18 11/6/18 11/7/18 11/7/18 12/8/18 12/22/18 1/8/19 2/12/2019	Riebes - Paddle seat valve (\$35.01) Sterling Auto - B svc, svc transmission, svc cooling sys., gear lube, fuel/water seperator filter (\$1443.93) Doug Veerkamp - Rplc rear shoes and hardware and drums (brakes) (\$725.58) Jackson Tire - 4 New Tires (\$2052.89) CLF - Fan Blade (\$153.60) US Bank Card - Fuel Cap (\$18.16) Riebes - Battery and Oil (\$583.27) US Bank Card - Lights (\$14.00) Doug Veerkamp - A service, Supply and Install fan, Wiring, Bad Lamp - repair (\$3158.31) Plymouth Hardware - Power Steering Fluid (\$7.11) Riebes - Oil (\$45.22) US Bank - LED Headlights (\$72.99) Plymouth ACE - Misc. Maint. Parts (\$7.03) Riebes - Solenoid (\$52.52) Plymouth Ace Hardware - Misc. Parts (\$47.59)	\$47.59	\$27,920.07
E-5222 1991 KME	1HTSDPCRONH416111 {E} 349698	54,320	56,698		8/7/18 9/11/18 10/16/18 11/7/18	Riebes - Mirror (\$21.54) Bart Industries - Clear light (\$7.52) Sterling's Auto - Replace Water Pump, Checked Coolant Leak (\$1,492.50) Plymouth Ace - Starter Fluid (\$9.68)	\$0.00	\$5,595.31
E-5223 1998 International	1HTSDADR6WH551543 {E} 993299	38,623	44,500		8/7/18 8/14/18 9/18/18 9/25/18 12/8/18	Riebes - Spark Plug Kit (\$30.15) Sterling's - A service (\$521.32) US Bank Card - Headlights/Replacement (\$35.59) Sterling's - power steering leak repair, coolant leak repair (\$1,542.47) Riebes - Warning Buzzer (\$78.54)	\$0.00	\$11,998.54
E-5231 1992 Freightliner	1FV6HLBB8NL481046 {E}352799	63,292	66,231		7/24/18 8/14/18 9/11/18	Doug Veerkamp - B Svc and ck throttle linkage (\$761.92) Sterling's - Injector inop/weak, starting issue, remove starter and inspect flywheel (\$1076.21) Riebes - Lights (\$10.75)	\$0.00	\$10,220.41
E-5234 1992 Ford F350 4x4	2FDKF38G7NCA42025 {E} 292907	33,123	34,048		7/24/18 7/24/18 11/13/18	Rory's Towing - shift cable (\$98.79) Riebes - Shifter cable (\$65.72) Stein's Auto - B service (\$154.40)	\$0.00	\$3,334.80
WT-5236 2007 Kenworth	2NKMJHJ8X87M199259 {E} 1212616	9,833	10,640		10/2/18	Sterling Auto - A Service (\$608.83)	\$0.00	\$1,474.13

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	February Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5361 2016 Rosenbauer (116 First Out)	54F2CA512GWM11580 {E} 1425867	8,502	20,375		9/4/18 10/2/18 10/31/18 11/6/18 11/30/18 12/30/18 1/8/19 1/29/19 1/31/19 2/5/2019 2/28/2019	Burton's Fire - Step Light (\$53.19) Jackson Tire - 4 New Tires (\$2,051.98) JRCH - Reimbursement for Sep (\$-53.19) Burton's Fire - 2 QB Gril, Stator 14' and Guard Stator (\$1042.24) JRCH - Reimbursement for Oct (\$2,051.98) JRCH - Reimbursement for Nov (\$-1042.24) Riebes - Misc. (\$26.94) Burton's Fire - Valve Repair Kit (\$497.10) JRCH - Reimbursement for Dec (\$0.00) Riebes - Radiator Cap, Wipers (\$31.71) JRCH - Reimbursement for Jan. (\$-524.04)	-\$492.33	\$4,561.02
E-5364 2008 Ford 4x4	1FDAW57R38EC53893 {E} 1356272	32,581	36,930		7/17/18 7/17/18 8/8/18 8/30/18 9/11/18 9/30/18 10/2/18 10/31/18 11/30/18 12/8/18 12/30/18 1/8/19 1/31/19 2/28/19	Autozone (reimb. Kwoka, brakes bad/strike team) brake pads (\$72.72) Les Schwab - Tire (tire blown during strike team) (\$300.45) Sterling's Auto - Rep Hgh fuel rail pressure, injection pump, valve cover gasket, extract broken exhaust bolts, rplc cac tube boots, remove intercooler and re-inst, new turbos (\$12,068.52) JRCH - Reimbursement for July (\$-373.17) Jackson Tire - 4 New Tires (\$1,223.08) JRCH - Reimbursement for Aug (\$-12,068.52) US Bank / LEHR - Code 3 Light (\$404.82) JRCH - Reimbursement for Sept (\$-1,223.08) JRCH - Reimbursement for Oct (\$-404.82) US Bank - Lock Assy, Adj. lever latch grip (\$51.85) JRCH - Reimbursement for Nov (\$-0.00) US Bank - Folsom Ford - Block Heater Cord (\$89.28) JRCH - Reimbursement for Dec (\$-51.85) JRCH - Reimbursement for Jan (\$-89.28)	-\$89.28	\$16,114.24

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	February Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5368 2007 E-ONE	4ENGAA8371002458 {E} 1356273	62,266	79,667		7/10/18 7/10/18 8/30/18 9/4/18 9/11/18 9/11/18 10/10/18 10/16/18 10/31/18 11/27/18 11/27/18 11/30/18 12/8/18 12/8/18 12/14/18 12/27/18 12/30/18 1/8/19 1/31/19 2/5/19 2/26/19 2/28/19	Riebes - Antifreeze, Hose/Tube, misc parts (\$57.72) Forestry Suppliers - scal gasket (\$11.13) JRCH - Reimbursement for antifreeze, hose, gasket, etc. (\$-68.85) Burton's Fire - Cab Latch (\$449.74) US Bank Card - Akron Field Service Kit/Repair leak from valve on passenger side (\$184.15) Riebes - Misc. Parts (\$8.04) Riebes - Oil Filler Cap (\$8.93) Veerkamps - Check and Repair Engine Oil and Power Steering Leaks (\$673.31) JRCH - Reimbursement for September (\$-641.93) Burton's Fire - Handle 2.5 TS (\$85.67) Burton's Fire - Piston Intake & 4.5 NH plug w chain (\$00.00) JRCH - Reimbursment for October (\$-682.24) US Bank - Dip Stick / Misc. (\$4.60) Riebes - Misc. Parts (\$6.45) G&O Parts - Valves, Stainless steel lever handles (\$204.73) Burton's Fire - Gauge (\$66.57) JRCH - Reimbursement for November (\$-85.67) Riebes - Oil filler Cap Standard (\$8.93) JRCH - Reimbursement for Dec. (\$-282.35) Doug Veerkamp -B Service, Rplc slack adjusters on rear axle, rplc driveline carrier bearing (\$1,722.54) Jackson Tire - 4 Good Year Tires (\$2,080.38) JRCH - Reimbursement for Jan. (\$-8.93)	\$3,793.99	\$32,116.30
							\$3,259.97	\$282,628.93

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/19/2019

From: Walter White Phone Ext. x391
(Department Head - please type)

Department Head Signature Walter White

<input checked="" type="checkbox"/>	Regular Agenda
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>03/19/2019</u>	

Agenda Title: Approval for Future Action: Repeal of Ordinance 002 and Adoption of Ordinance 007 Increase to Fee Schedule

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action relative to getting approval from the Board for future action of repealing Ordinance 002 and adopting Ordinance 007 Establishing a Fee Schedule for Plan Review, Inspections, and Providing Reports with the Amador Fire Protection District. Fee increase based on nexus study performed by Matrix Consulting Group.

Recommendation/Requested Action:

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☒

No ☐

N/A ☐

Committee Review?

N/A ☒

Name

Committee Recommendation:

Comments:

Request Reviewed by:

Chairman

Counsel

Auditor

GSA Director

CAO

Risk Management

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date

Time

Item #

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes:

Resolution

Ordinance

Other:

Noes

Resolution

Ordinance

Absent:

Comments:

Distributed on

A new ATF is required from

Department

Completed by

For meeting

of

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

ORDINANCE NO. AFPD 007

AN ORDINANCE ESTABLISHING A FEE SCHEDULE FOR PLAN REVIEW, INSPECTIONS AND PROVIDING REPORTS
WITH THE
AMADOR FIRE PROTECTION DISTRICT

The Board of Directors of the Amador Fire Protection District ordains as follows:

WHEREAS, Amador Fire Protection District Ordinance No. 002, An Ordinance Establishing a Fee Schedule for Plan Review, Inspections, and Providing Reports with the Amador Fire Protection District, is hereby repealed in its entirety.

WHEREAS, budgetary consideration has required that a charge be made to defray the District's cost of performing plan review and inspection functions related to new development, tenant improvement and alteration projects, fire codes compliant inspection, and the cost of providing reports prepared by the District.

WHEREAS, California Health and Safety Code Section 13916, Section 13917, Section 13918, Section 13919 together with California Government Code Section 6103.7 authorizes the District to adopt a fee schedule to defray the cost of providing this service to the general public; and

WHEREAS, the review of construction plans and specifications by the District and their subsequent inspection to assure that fire safety equipment and design criteria have been installed and are continued in working order protects the health and safety of the general public and preserves life and property.

NOW THEREFORE THE BOARD OF DIRECTORS OF THE AMADOR FIRE PROTECTION DISTRICT DOES ORDAIN TO ESTABLISH A FEE SCHEDULE AS FOLLOWS:

Plan Review, Subdivision

Minor (4 lots or less)	\$249.00
Each additional Lot	\$21.00

Plan Review/ Inspection

New Commercial Plan Review	\$124.00/review
New Commercial Inspection (Up to 5000sqft)	\$124.00/inspection
New Commercial Inspection (Over 5000sqft)	\$249.00/inspection

Tenant Improvement Including Plan Review & Inspection.	\$249.00
Additional Reviews or Inspections	\$124.00/hr

Civil Plans Including Plan Review & Inspection.	\$249.00
Additional Reviews or Inspections	\$124.00/hr

Underground hydro test	\$311.00
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High hazard applications, processes/storage	\$124.00/hr
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Automatic commercial sprinkler system	\$621.00 per floor/riser & \$2.00/head
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Automatic residential sprinkler system Plan Review	\$124.00 per model
Automatic residential sprinkler system Inspection	\$373.00

Automatic fire extinguishing system (non-sprinkler)

Hood and Duct system	\$373.00
Other system	\$124.00/hr
Spray Booths	\$497.00

Fire/flow-tamper alarm system

Dedicated Function	\$311.00
Building Fire Alarm	\$559.00
Per Device	\$10.00

Fire hydrant inspection/flow test \$124.00/hr

Private water storage system

Tank \$311.00

Fire Pump \$621.00

State mandated inspections

Daycare, Public assembly, Board and Care \$249.00 (except for facilities w/fee set by State)

Annual Business Inspections \$124.00/hr

Above ground fuel storage tanks (New or Closure) \$249.00

Temporary structure, requiring fire clearance

Construction Office, Tents, Canopies, Membrane Structures \$249.00

Additional inspections

Malfunction or non-compliance \$124.00/hr

Other inspections as required \$124.00/hr

Project consultation rate \$124.00/hr

Penalty for failure to secure required permit
or approval Twice the original fee

Fire Report \$42.00

Other \$124.00/hr

These fees may be increased in the future by District resolution consistent with applicable law, including but not limited to annual adjustments based on the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of February of each year.

The cost of the plan checking, inspections, testing or reports shall be paid for, in advance, by the responsible party to the Amador Fire Protection District, 810 Court Street, Jackson, CA. If the exact amount of cost is unknown, a projected cost will be determined and a deposit paid in that amount.

This ordinance shall become effective thirty (30) days from the date of passage.

The foregoing ordinance was duly passed and adopted by the Board of Directors of the Amador Fire Protection District at a regular meeting thereof, held on the 16th day of April, 2019, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

LINDSEY CLARK, Clerk of the
Amador Fire Protection District
Amador County, California

Report on the Cost of Services (User Fee) Study

**AMADOR FIRE PROTECTION DISTRICT,
CALIFORNIA**



March 2019

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1. Introduction and Executive Summary

The report, which follows, presents the results of the Cost of Services (User Fee) Study conducted by the Matrix Consulting Group for Amador Fire Protection District.

1 PROJECT BACKGROUND AND SCOPE OF WORK

The Amador Fire Protection District was created in 1990 and provides emergency fire, rescue, and medical aid services in the unincorporated area of Amador County. The primary fee related services for the District are for plan review and inspection of development-related projects. The District last updated their fee schedule in 2015; however, a comprehensive study has not been conducted within the last 20 years.

The Matrix Consulting Group worked with the District to analyze the cost of service relationships that exist between fees for service activities associated with plan review, inspections, providing fire reports, and treat no transport EMS services. The results of this Study provide a tool for understanding current service levels, the cost and demand for those services, and what fees for service can and should be charged.

2 GENERAL PROJECT APPROACH AND METHODOLOGY

The methodology employed by the Matrix Consulting Group is a widely accepted “bottom up” approach to cost analysis, where time spent per unit of fee activity is determined for each position within a division. Once time spent for a fee activity is determined, all applicable District costs are then considered in the calculation of the “full” cost of providing each service. The following table provides an overview of types of costs applied in establishing the “full” cost of services provided by the District:

Table 1: Cost Components Overview

Cost Component	Description
Direct	Fiscal Year 2018/19 Budgeted salaries, benefits and allowable expenditures.
Indirect	Division and departmental administration / management and clerical support.

Together, the cost components in the table above comprise the calculation of the total “full” cost of providing any particular service, regardless of whether a fee for that service is charged.

The work accomplished by the Matrix Consulting Group in the analysis of the proposed fees for service involved the following steps:

- **Divisional Staff Interviews:** The project team interviewed staff in the Fire Prevention Division regarding their needs for clarification to the structure of existing fee items, or for addition of new fee items.
- **Data Collection:** Data was collected for each permit / service, including time estimates. In addition, all budgeted costs and staffing levels for Fiscal Year 18/19 were entered into the Matrix Consulting Group's analytical software model.
- **Cost Analysis:** The full cost of providing each service included in the analysis was established. Cross-checks including allocation of not more than 100% of staff resources to both fee and non-fee related activities assured the validity of the data used in the Study.
- **Review and Approval of Results with Fire Staff:** The Fire Chief has reviewed and approved these documented results.

A more detailed description of user fee methodology, as well as legal and policy considerations are provided in subsequent chapters of this report.

3 SUMMARY OF RESULTS

Overall, this Cost of Services Study concluded that the District is primarily under-recovering for its fee-related services with a per unit or line item average cost recovery percentage of 58%. Annual impacts for prevention related fees were unable to be determined, due to changes in fee structure.

While the detailed documentation of the Study will show an over-collection for few fees (on a per unit basis), and an undercharge for most others, overall, the District is providing an annual subsidy to fee payers for all services included in the analysis.

The display of the cost recovery figures shown in this report are meant to provide a basis for policy development discussions among Board members and District staff, and do not represent a recommendation for where or how the Board should act. The setting of the "rate" or "price" for services, whether at 100 percent full cost recovery or lower, is a policy decision to be made only by the Board, often with input from District staff and the community.

4 CONSIDERATIONS FOR COST RECOVERY POLICY AND UPDATES

The Matrix Consulting Group recommends that the District use the information contained in this report to discuss, adopt, and implement a formal Cost Recovery Policy, and a mechanism for the annual update of fees for service.

1 Adopt a Formal Cost Recovery Policy

The Matrix Consulting Group strongly recommends that the Board adopt a formalized, individual cost recovery policy for each service area included in this Study. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources.

In recent years, more local jurisdictions have adopted formal cost recovery policies at a program or service level (e.g. fire sprinkler systems, public education, California Fire Code permits, etc.) The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice.

2 Adopt an Annual Fee Update / Increase Mechanism

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions applied in the previous study, and to account for any major shifts in cost components or organizational structures. The Matrix Consulting Group believes it is a best management practice to perform a complete update of a Fee Assessment every 3 to 5 years.

In between comprehensive updates, the District could utilize published industry economic factors such as Consumer Price Index (CPI) or other regional factors to update the cost calculations established in the Study on an annual basis. Alternatively, the District could also consider the use of its own anticipated labor cost increases such as step increases, benefit enhancements, or cost of living raises. Utilizing an annual increase mechanism would ensure that the District receives appropriate fee and revenue increases that reflect growth in costs.

2. Legal Framework and Policy Considerations

A “user fee” is a charge for service provided by a governmental agency to a public citizen or group. In California, several constitutional laws such as Propositions 13, 4, and 218, State Government Codes 66014 and 66016, and more recently Prop 26 and the Attorney General’s Opinion 92-506 set the parameters under which the user fees typically administered by local government are established and administered. Specifically, California State Law, Government Code 66014(a), stipulates that user fees charged by local agencies “...may not exceed the estimated reasonable cost of providing the service for which the fee is charged”.

1 GENERAL PRINCIPLES AND PHILOSOPHIES REGARDING USER FEES

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

Table 2: Services in Relation to Benefit Received

“Global” Community Benefit	“Global” Benefit and an Individual or Group Benefit	Individual or Group Benefit
<ul style="list-style-type: none"> • Police • Park Maintenance 	<ul style="list-style-type: none"> • Recreation / Community Services • Fire Suppression / Prevention 	<ul style="list-style-type: none"> • Building Permits • Planning and Zoning Approval • Site Plan Review • CUPA • Facility Rentals

Funding for local government is obtained from a myriad of revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In Table 5, services in the “global benefit” section tend to be funded primarily through voter approved tax revenues. In the middle of the table, one typically finds a mixture of taxes, user fee, and other funding sources. Finally, in the “individual / group benefit” section of the table, lie the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.
- **A profit-making objective should not be included in the assessment of user fees.** In fact, California laws require that the charges for service be in direct proportion to the costs associated with providing those services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term “user fee” no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

2 GENERAL POLICY CONSIDERATIONS REGARDING USER FEES

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why District staff or the Board may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit the jurisdiction’s ability to charge a fee at all. Examples include State Licensed Residential Care facilities, as well as Public Records Requests for charging for time spent copying and retrieving public documents in the District’s Administrative office.
- **Encouragement of desired behaviors.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for over the counter permits for special events are higher than the actual cost of purchasing fireworks, it might discourage residents from pulling permits.

- **Effect on demand for a particular service.** Sometimes raising the “price” charged for services might reduce the number of participants in a program. This is largely the case in Fire Prevention programs such as CPR, CERT, Fall Prevention, or defensible space evaluations, where participants may compare the District’s fees to surrounding jurisdictions or other options for support activities.
- **Benefit received by user of the service and the community at large is mutual.** Many services that directly benefit a group or individual equally benefit the community as a whole. Examples include Prevention programs, event booth inspections and Fire / EMS stand-by at certain types of special events.

The Matrix Consulting Group recognizes the need for policies that intentionally subsidize certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services, and assure that the District complies with State law.

Once the full cost of providing services is known, the next step is to determine the “rate” or “price” for services at a level which is up to, and not more than the full cost amount. The Board is responsible for this decision, which often becomes a question of balancing service levels and funding sources. The placement of a service or activity within the continuum of benefit received may require extensive discussion and at times fall into a “grey area”. However, with the resulting cost of services information from a User Fee Study, the Board can be assured that the adopted fee for service is reasonable, fair, and legal.

3. User Fee Study Methodology

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the “bottom-up” approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The components of a full cost calculation are typically as follows:

Table 3: Full Cost Calculation Components

Cost Component	Description
Direct	Salaries, benefits and direct divisional expenditures.
District Overhead	Division or Departmental administration / management and clerical support.

The general steps utilized by the project team to determine allocations of cost components to a particular fee or service are:

- Calculate fully burdened hourly rates by position, including direct & indirect costs;
- Develop time estimates for each service included in the study;
- Distribute the appropriate amount of the other cost components to each fee or service based on the staff time allocation basis, or another reasonable basis.

The results of these allocations provide detailed documentation for the reasonable estimate of the actual cost of providing each service. The following sections highlight critical points about the use of time estimates and the validity of the analytical model.

1 TIME ESTIMATES ARE A MEASURE OF SERVICE LEVELS REQUIRED TO PERFORM A PARTICULAR SERVICE

One of the key study assumptions utilized in the “bottom up” approach is the use of time estimates for the provision of each fee related service. Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the District developed these estimates.

The project team worked closely with District staff in developing time estimates with the following criteria:

- Estimates are representative of average times for providing services. Estimates for extremely difficult or abnormally simple projects are not factored into this analysis.

- Estimates reflect the time associated with the position or positions that typically perform a service.
- Estimates provided by staff are reviewed and approved by the division / department, and often involve multiple iterations before a Study is finalized.
- Estimates are reviewed by the project team for “reasonableness” against their experience with other agencies.
- Estimates were not based on time in motion studies, as they are not practical for the scope of services and time frame for this project.

The Matrix Consulting Group agrees that while the use of time estimates is not perfect, it is the best alternative available for setting a standard level of service for which to base a jurisdiction’s fees for service, and meets the requirements of California law.

The alternative to time estimating is actual time tracking, often referred to billing on a “time and materials” basis. Except in the case of anomalous or sometimes very large and complex projects, the Matrix Consulting Group believes this approach to not be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.
- Additional costs are associated with administrative staff’s billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.
- Applicants may request assignment of less expensive personnel to their project.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrants time tracking and billing on a “time and materials” basis. The Matrix Consulting Group has recommended taking a deposit and charging Actual Costs for such fees as appropriate and itemized within the current fee schedule.

4. Fee Study Results

The motivation behind a cost of services (User Fee) analysis is for the Board and District staff to maintain services at a level that is both accepted and effective for the community, and also to maintain control over the policy and management of these services.

It should be noted that the results presented in this report are not a precise measurement. In general, a cost of service analysis takes a “snapshot in time”, where a fiscal year of adopted budgeted cost information along the use with the use of time estimates is used to calculate the full cost information. Changes to the structure of fee names, along with the use of time estimates allow only for a reasonable projection of subsidies and revenue. Consequently, the Board and District staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

The Prevention section of the fee schedule covers plan reviews, inspections, and providing fire reports. The following subsections discuss the following items:

- **Modifications or Issues:** discussions regarding any revisions to the current fee schedule, including elimination or addition of fees.
- **“Per Unit” Results:** comparison of the full cost of providing each unit of service to the current fee for each unit of service (where applicable).
- **Jurisdictional Comparison:** a brief comparison of current permits and services with other local jurisdictions.

The full analytical results associated with each fee section evaluated were provided to District staff under separate cover from this summary report.

1 FEE SCHEDULE MODIFICATIONS

In discussions with the Fire Prevention staff there were only minor modifications to fees to include multiple classifications. The following table shows the current fee schedule and the proposed fee schedule.

Table 4: Modifications to Fire Prevention Fee Schedule

Current Fee Schedule	Proposed Fee Schedule
PLAN REVIEW , SUBDIVISION	PLAN REVIEW , SUBDIVISION
Minor (4 lots or less)	4 lots or less (Minor)
Major (5 of more lots)	Each Additional Lot
PLAN REVIEW / INSPECTION	PLAN REVIEW / INSPECTION
New Commercial	New Commercial
First 5,000 sq. ft.	Plan Review
	Inspection (Up to 5,000 sq.ft.)

Current Fee Schedule	Proposed Fee Schedule
Sq. Ft. over 5,000	Inspection (Over 5,000 sq.ft.)
Tenant Improvement (Per Hour)	Tenant Improvement (Per Hour)
Civil Plans (Per Hour)	Civil Plans (Per Hour)
Underground Hydro Test	Underground Hydro Test
High Hazard Applications, Processes / Storage (per hour)	High Hazard Applications, Processes / Storage (per hour)
AUTOMATIC SPRINKLER SYSTEM	AUTOMATIC COMMERCIAL SPRINKLER SYSTEM
	Per Floor / Riser
	Per Head
	AUTOMATIC RESIDENTIAL SPRINKLER SYSTEM
	Plan Review - Per model
	Inspection
AUTOMATIC FIRE EXTINGUISHING SYSTEM (NON-SPRINKLER)	AUTOMATIC FIRE EXTINGUISHING SYSTEM (NON-SPRINKLER)
Hood and Duct System	Hood and Duct System
Other System - per hour	Other System - per hour
	Spray Booths
FIRE / FLOW-TAMPER ALARM SYSTEM	FIRE ALARM / WATER SYSTEM
	Dedicated Function
	Building Fire Alarm
Per Device	Per Device
Fire Hydrant Inspection / Flow test	Fire Hydrant Inspection / Flow test (per hour)
Private Water Storage System	Private Water Storage System
	Tank
	Fire Pump
State Mandated Inspections - day care, public assembly, board and care	State Mandated Inspections - day care, public assembly, board and care
Above ground fuel storage tanks	Above ground fuel storage tanks (New or Closure)
Temporary structure, requiring fire clearance	Temporary structure, requiring fire clearance (Construction Office, Tents, Canopies, Membrane Structures)
Additional inspections due to malfunction or non-compliance (per hour)	Additional inspections due to malfunction or non-compliance (per hour)
Other inspections as required (per hour)	Other inspections as required (per hour)
Project consultation rate (per hour)	Project consultation rate (per hour)
Fire Report	Fire Report
	NEW
	Medical Gas System
	First Responder Fee (Treat No Transport / Dry Run) – per response

As Table 4 indicates the revised structure changes some wording for fees and expands certain sections for greater clarity and better reflection of services. There is also the addition of two new fees. The first new fee is the Medical Gas System fee to account for changes in the fire code that allows for inspection of businesses that require this type of fire code permit, which previously was being captured in the other inspections category.

The second new fee that is being added is the First Responder Fee, which is also known as a Treat No Transport or Dry Run Fee. The proposal is to add this fee on a per response basis and it is to help recover the time associated with responding to emergency calls

even if there is no transportation response required. This is a fairly typical fee that is charged by most Fire Departments and Fire Protection Districts.

2 DETAILED PER UNIT RESULTS

The following table details the fee title / name, and the total cost associated with each permit type.

Table 5: Total Cost Per Unit Results

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
PLAN REVIEW , SUBDIVISION			
4 lots or less (Minor)	\$149	\$249	(\$99)
Each Additional Lot	\$10	\$21	(\$11)
PLAN REVIEW / INSPECTION			
New Commercial			
Plan Review	\$75	\$124	(\$50)
Inspection (Up to 5,000 sq.ft.)	\$75	\$124	(\$50)
Inspection (Over 5,000 sq.ft.)	\$149	\$249	(\$99)
Tenant Improvement (Per Hour)	\$75	\$124	(\$50)
Civil Plans (Per Hour)	\$75	\$124	(\$50)
Underground Hydro Test	\$187	\$311	(\$124)
High Hazard Applications, Processes / Storage (per hour)	\$75	\$124	(\$50)
AUTOMATIC COMMERCIAL SPRINKLER SYSTEM			
Per Floor / Riser	\$298	\$621	(\$323)
Per Head	\$1	\$2	(\$1)
AUTOMATIC RESIDENTIAL SPRINKLER SYSTEM			
Plan Review – Per model	\$0	\$124	(\$124)
Inspection	\$0	\$373	(\$373)
AUTOMATIC FIRE EXTINGUISHING SYSTEM (NON-SPRINKLER)			
Hood and Duct System	\$224	\$373	(\$149)
Other System – per hour	\$75	\$124	(\$50)
Spray Booths	\$0	\$497	(\$497)
FIRE ALARM / WATER SYSTEM			
Dedicated Function	\$224	\$311	(\$87)
Building Fire Alarm	\$0	\$559	(\$559)
Per Device	\$5	\$10	(\$5)
Fire Hydrant Inspection / Flow test (per hour)	\$149	\$124	\$25
Private Water Storage System			
Tank	\$149	\$311	(\$162)
Fire Pump	\$149	\$621	(\$472)
State Mandated Inspections – day care, public assembly, board and care	\$149	\$249	(\$99)
Above ground fuel storage tanks (New or Closure)	\$149	\$249	(\$99)
Temporary structure, requiring fire clearance (Construction Office, Tents, Canopies, Membrane Structures)	\$149	\$249	(\$99)
Additional inspections due to malfunction or non-compliance (per hour)	\$75	\$124	(\$50)
Other inspections as required (per hour)	\$75	\$124	(\$50)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Project consultation rate (per hour)	\$75	\$124	(\$50)
Fire Report	\$10	\$42	(\$32)
NEW			
Medical Gas System	\$0	\$311	N / A
First Responder Fee (Treat No Transport / Dry Run) – per response	\$0	\$364	N / A

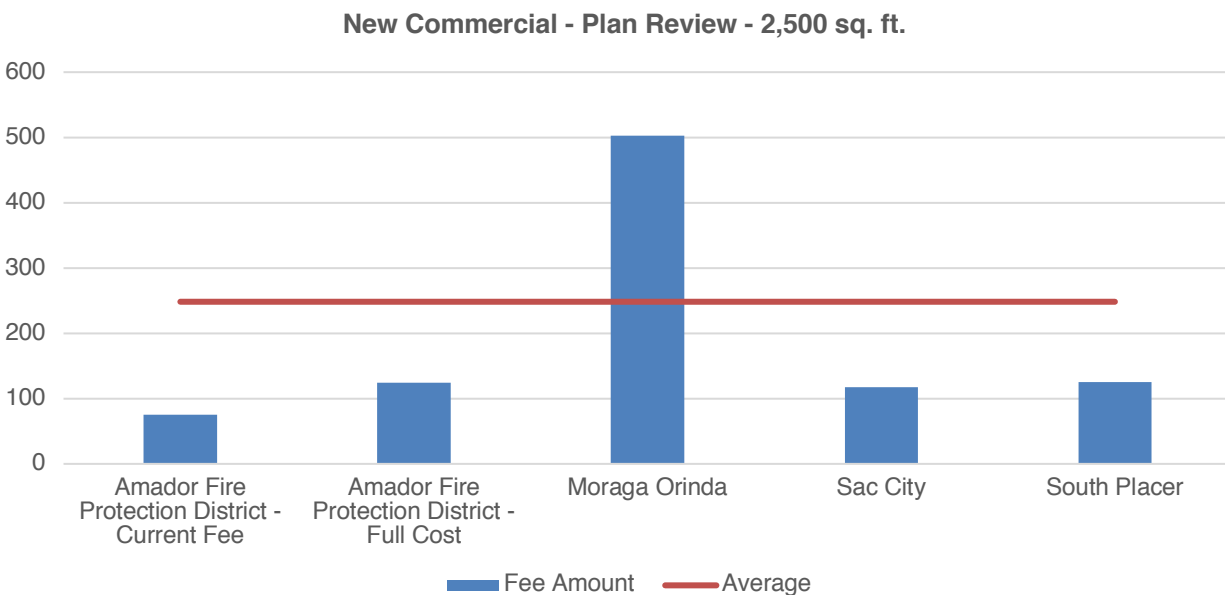
As table 5 shows, all fees are under recovering except for the Fire Hydrant Inspection/Flow test. The Fire Hydrant Inspection/Flow Test was changed from a flat fee to an hourly fee; therefore, it is not truly an over-recovery, but rather a restructuring of the fee. Converting to the per hour rate methodology allows for the District to charge for the amount of time it takes for the inspection. Therefore, all fees are currently under recovering.

3 COMPARATIVE SURVEY

As part of this study, the District wished to understand how their current fees and total cost compared to other Fire Protection Districts. The following subsections provided a comparative look at some of the key permits and fees for the District.

1 New Commercial – Plan Review – 2,500 sq. ft.

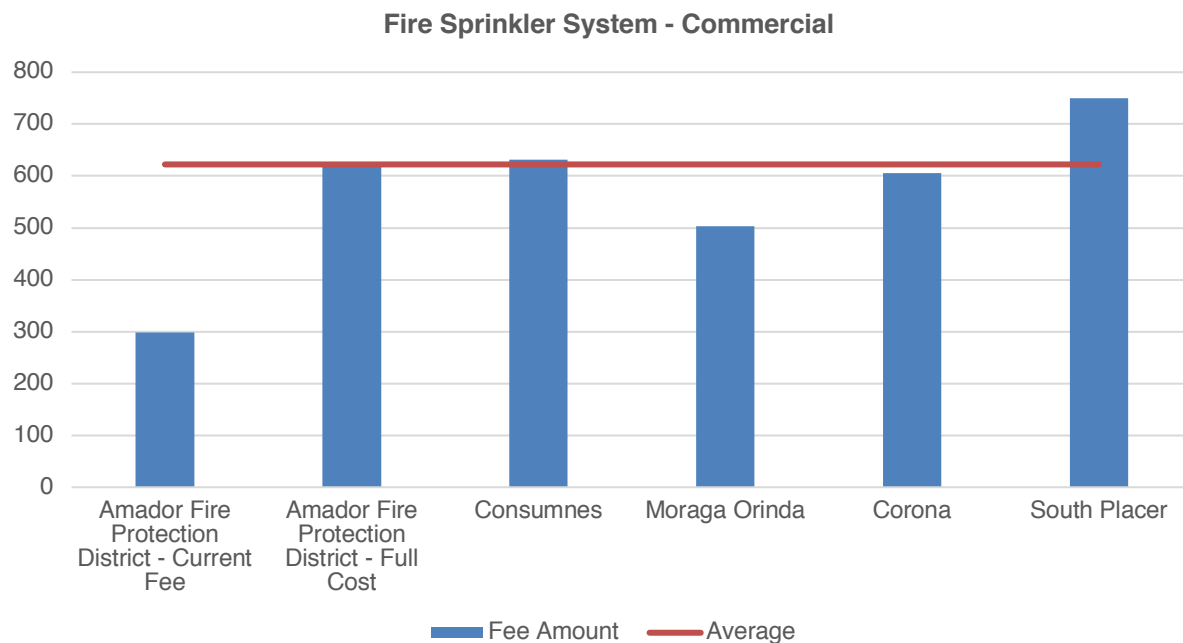
The District is currently charging a flat fee of \$75 per plan review for New Commercial Project regardless of the size of the project. The project team calculated the full cost to be \$124. The project team compared the District's current and full cost fee to other comparative jurisdictions.



As the graph indicates the District current and full cost is well below the average charged by other Fire Protection Districts (\$248).

2 Fire Sprinkler System – New Commercial fee

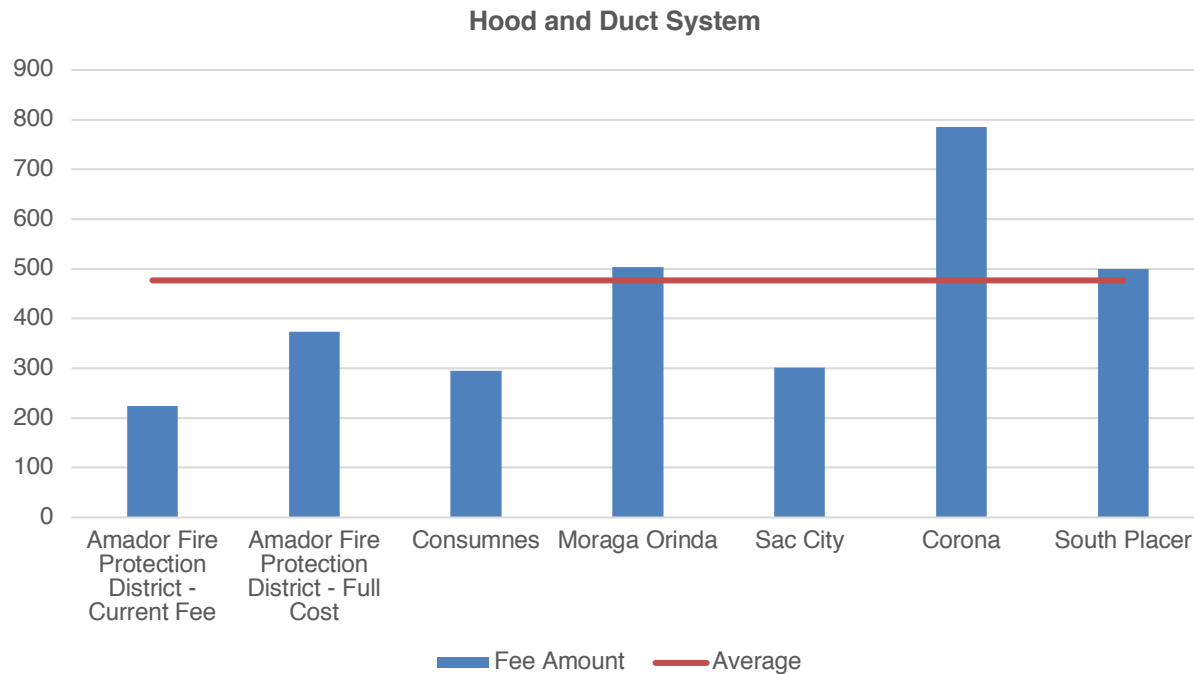
The District is currently charging a fee based on per floor and riser with a base and then each additional head at approximately \$298 with \$1 per head. The project team calculated the full cost to be \$621 and \$2 per head. The project team compared the District's current and full cost fee to other comparative jurisdictions.



As the graph indicates the District current and full cost is only slightly below the average charged by other agencies (\$622).

3 Hood and Duct System

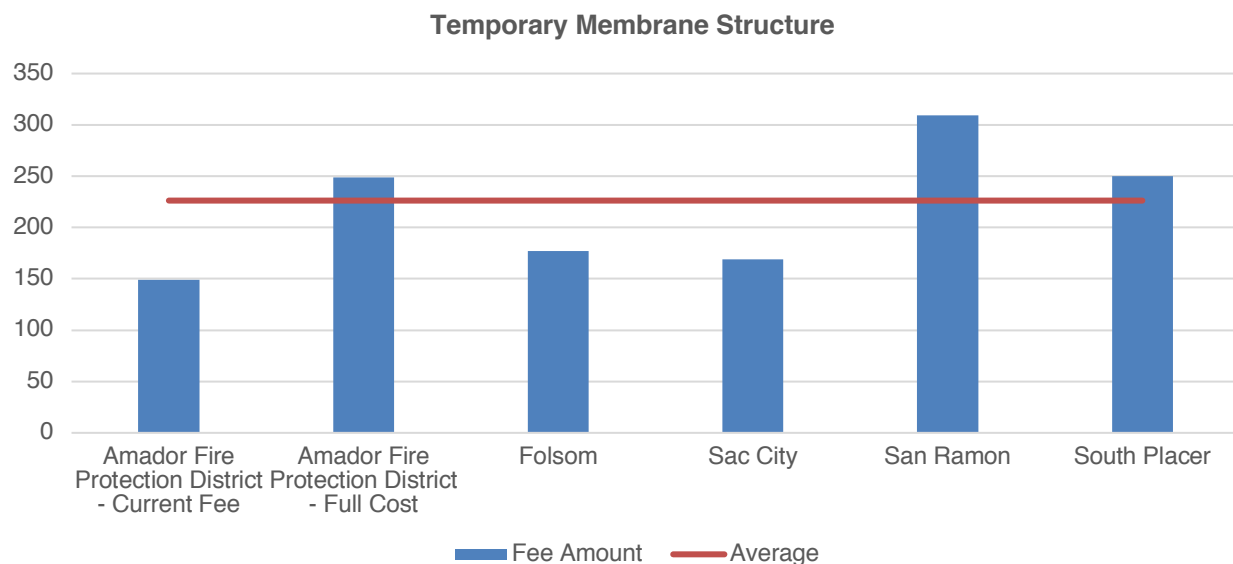
The District is currently charging a flat fee of \$224 and the full cost was calculated at \$373. The project team compared the District's current and full cost fee to other comparative jurisdictions.



As the graph indicates the District current and full cost is below the average charged by other agencies (\$477).

4 Temporary Membrane Structure

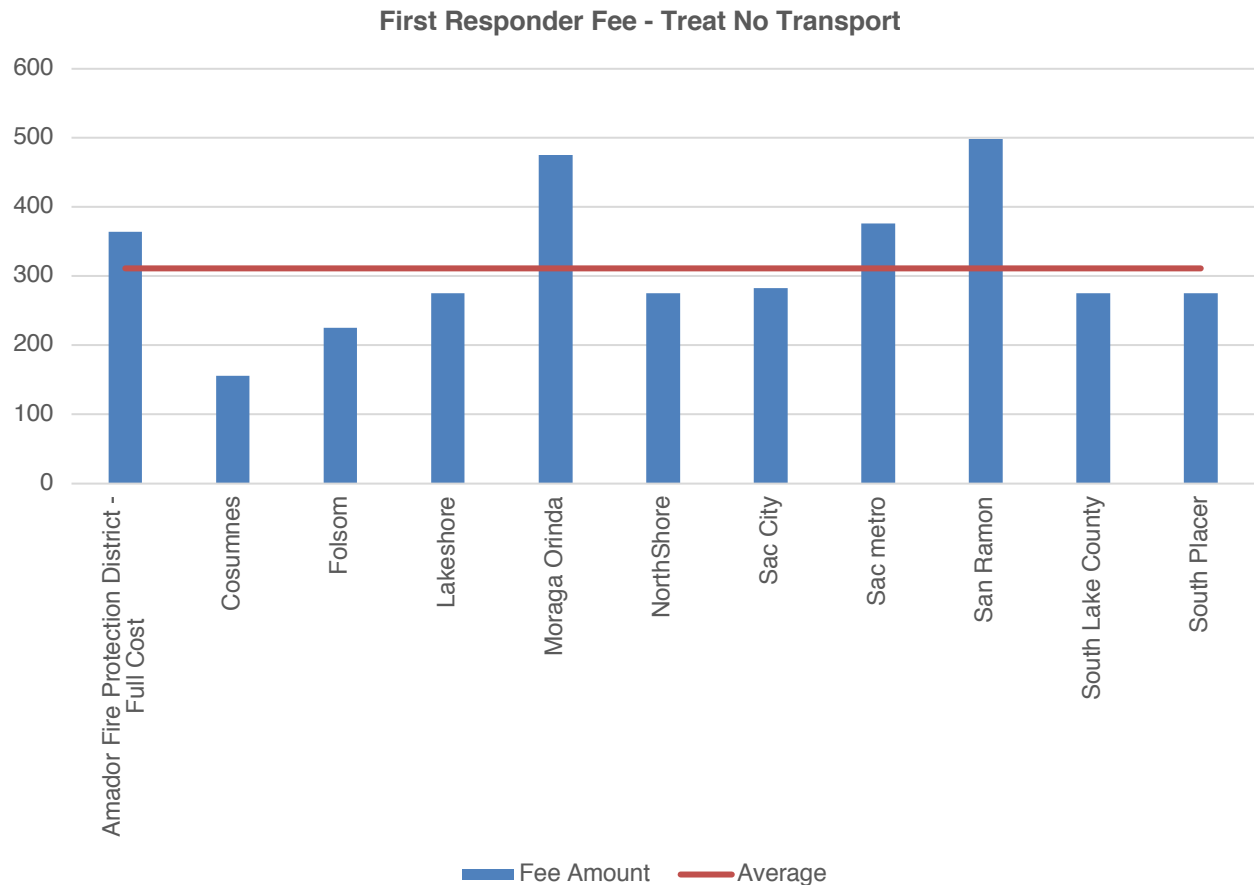
The District is currently charging a flat fee of \$149 for the Temporary Membrane Structure Permit and the full cost was calculated at \$249. The project team compared the District's current and full cost fee to other comparative jurisdictions.



As the graph indicates the District's current fee is below the average; however, the full cost fee is slight above the average fee charged by other Fire Protection Districts (\$229).

5 First Responder Fee (Treat No Transport / Dry Run) – Per Response

As part of this study, the District wanted to evaluate a First Responder Fee, which the project team calculated at approximately \$364. The project team compared the District's full cost fee to other comparative jurisdictions.



As the graph indicates the District's full cost calculated at \$364 is only slightly above the average First Responder Fee charged by the Northern California Fire Protection Districts (\$311).

6 Overall Comparative Survey Findings

Overall, the District's current fees tend to be lower than the typical fees charged by other Fire Protection Districts. However, due to the nature of different fee structures for Fire Protection Districts, it is difficult to conduct an accurate comparison of the fee amounts for each permit category. Additionally, even in instances where fee names are the same, the level of service that is accounted for in one District may vary dramatically with another.

district, as some districts may account for multiple plan reviews and inspections in the base; whereas others may assess re-inspection or re-check fees. The different basis for the fee calculation and service level may directly be correlated to the type of development activity within the community.

The project team believes that for this reason comparative surveys should only be used a secondary tool for decision-making purposes. They can be informational and provide perspective on the fee amount, but it does not provide information on cost recovery levels or even when the last comprehensive fee update was conducted. For example, Sac City has not had a comprehensive update of its fees since 2010, and therefore some of its fees included in the comparative survey seem to be relatively low dollar value compared to other jurisdictions such as San Ramona who had an analysis conducted in 2015.

5. Conclusion

The Amador Fire Protection District engaged the Matrix Consulting Group to determine the total cost of services provided to its citizens and businesses for fee related services. To calculate the total cost of each service, the Matrix Consulting Group employed both a widely accepted and defensible methodology, as well as the experience and input of District staff to complete the necessary data collection and discussion to complete the analysis. District staff and the Board can now use this information to make informed decisions and set its fees to meet the fiscal and policy goal objectives of the District.

The project team recommends for fees that show an under-recovery, the District should review all circumstances and policy factors and raise fees where feasible. For fees that the District chooses to subsidize, policies should be established to outline target recovery percentages.

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/19/2019

From: Walter White
(Department Head - please type)

Phone Ext. x391

Department Head Signature Walter White

<input checked="" type="checkbox"/>	Regular Agenda
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>03/19/2019</u>	

Agenda Title: Approval for Future Action: Ordinance 008 Adoption and Implementation of a First Responder Fee.

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action relative to getting approval from the Board for future action of adopting Ordinance 008 Adoption and Implementation of a First Responder Fee.

Recommendation/Requested Action:

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts n/a

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☒

No ☐

N/A ☐

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Committee Review?

N/A ☒

Name _____

Committee Recommendation: _____

Comments: _____

Request Reviewed by:

Chairman _____

Counsel _____

Auditor _____

GSA Director _____

CAO _____

Risk Management _____

Distribution Instructions:

n/a

FOR CLERK USE ONLY

Meeting Date _____

Time _____

Item # _____

Board Action: Approved Yes____ No____

Unanimous Vote: Yes____ No____

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes: _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on _____

A new ATF is required from _____

Department _____

Completed by _____

For meeting _____

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

ORDINANCE NO. AFD 008

AN ORDINANCE ESTABLISHING A FIRST RESPONDER FEE FOR EMERGENCY
MEDICAL SERVICES WITH THE
AMADOR FIRE PROTECTION DISTRICT

WHEREAS, the Board of Directors of the ("District") has heretofore adopted the First Responder Fee Ordinance, which sets forth a First Responder Fee; and

WHEREAS, California Health and Safety Code Sections 13146.2(b), 13217(b), 13862, 13869, 13871, 13874, 13916, and 17951, together with Chapter 8, Division 1, Title 7 of the California Government Code, authorize the District to adopt a First Responder Fee and to charge and collect a fee to defray the cost of providing District services; and

WHEREAS, the District has determined that, in order to adequately provide fire-related and emergency medical services to the general public, the District desires to adopt a new fee which is attached hereto as Exhibit 1 and incorporated herein by this reference; and

WHEREAS, the First Responder Fee set forth does not exceed the actual or estimated cost of the provision of the public services to which they relate; and

NOW THEREFORE THE BOARD OF DIRECTORS OF THE AMADOR FIRE PROTECTION DISTRICT DOES ORDAIN TO ESTABLISH A FIRST RESPONDER FEE FOR EMERGENCY MEDICAL SERVICES AS FOLLOWS:

1.0 Authorization and Purpose:

This ordinance is adopted pursuant to Health and Safety Code Section 13916 et seq., a portion of the Act. The purpose of the ordinance is to recover District costs of providing emergency medical services, including but not limited to first responder services for individual assessments that result in ambulance transport and individual assessments that do not result in ambulance transport. This ordinance shall be interpreted in a manner consistent with the Act and applicable law. The fees imposed by this ordinance are for the purpose of recovering the cost of certain District operating expenses, including but not limited to employee wage rate and benefits, medical supplies, and the contracting of services with specialized firms or individuals, which are reasonably related to the actual and on-going expenses incurred by the District for the services and expenses described in this Section.

2.0 Emergency Medical Services Fees:

The Board of Directors hereby approves and adopts the First Responder Fee as set forth in the Amended Fee Schedule in Exhibit 1, attached hereto and incorporated herein by this reference.

3.0 Applicability:

This ordinance sets forth the fees and the amount to be charged by the District, as permitted by Health and Safety Code Section 13916. As authorized by Health and Safety Code Section 13918, public agencies that are not covered by a mutual aid agreement shall be charged the authorized fee, unless waived by the District pursuant to ordinance Section 3. By adopting this ordinance, the District is enacting user fees to defray costs associated with emergency medical services and described within as a First Responder Assessment.

4.0 Waiver of Fees:

As permitted by Health and Safety Code Section 13919, the District Board may waive charges/fees established by this ordinance and may delegate its authority to the Fire Chief or his/her designee to determine that charges/fees would not be in the public interest, as in cases where there are reciprocal services provided by other public agencies, employee welfare, or personal hardship.

5.0 Specified Fee:

Unless waived pursuant to ordinance Section 3, every public agency and/or party involved shall pay a specified fee pursuant to this ordinance. The fee for services shall be set by the District Board and shall not exceed the reasonable amount necessary to recover the costs of providing the specified service as allowed by law. The specified fee for service may be modified pursuant to Health and Safety Code Section 13917.

6.0 No Waiver of Other Means of Cost Recovery:

This ordinance does not preclude the District from pursuing any additional means of cost recovery, including, but not limited to, actions pursuant to Health and Safety Code Section 13009 (for negligent actions which cause the use of services or facilities of the District) and actions against parties whose willful, grossly negligent, or criminal conduct causes the use of District services or facilities.

7.0 Fee Modification:

These fees may be increased in the future by District resolution consistent with applicable law, including but not limited to annual adjustments each July 1 based on the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of February of each year.

8.0 Severability:

If any section, subsection, subdivision, paragraph, sentence, clause, phrase or word in this ordinance is for any reason held to be unconstitutional or otherwise invalid, such holding shall not affect the validity of the remaining provisions of this ordinance. The Board hereby declares that it would have passed each section, subsection, subdivision paragraph, sentence, clause, phrase or word of this ordinance regardless of the unconstitutionality or invalidity of any other section, subsection, subdivision\paragraph, sentence, clause, phrase or word herein

THIS ORDINANCE SHALL BECOME EFFECTIVE JULY 1, 2019.

THE FOREGOING ORDINANCE WAS DULY PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE AMADOR FIRE PROTECTION DISTRICT AT A REGULAR MEETING THEREOF, HELD ON THE 16TH DAY OF APRIL, 2019, BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:
LINDSEY CLARK, Clerk of the
Amador Fire Protection District
Amador County, California

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/19/2019

From: Walter White Phone Ext. x391
(Department Head - please type)

Department Head Signature Walter White

☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session
Meeting Date Requested:

03/19/2019

Agenda Title: MINUTES

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Review and approval of the Board of Directors regular minutes of February 19, 2019 as presented or revised.

Recommendation/Requested Action:

Approve minutes as presented or revised

Fiscal Impacts (attach budget transfer form if appropriate)

n/a

Staffing Impacts n/a

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Committee Review?

N/A ☒

Name _____

Committee Recommendation: _____

Comments: _____

Request Reviewed by:

Chairman _____ Counsel _____

Auditor _____ GSA Director _____

CAO _____ Risk Management _____

Distribution Instructions:

n/a

FOR CLERK USE ONLY

Meeting Date _____ Time _____ Item # _____

Board Action: Approved Yes _____ No _____ Unanimous Vote: Yes _____ No _____

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____

Completed by _____

A new ATF is required from _____

Department _____

For meeting _____

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

**AMADOR FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Meeting Was Recorded
On MP3

Jackson, California
Tuesday, February 19, 2019
10:31am

The Board of Directors of the Amador Fire Protection District met in the County Administration Center, 810 Court Street, Jackson, California, on the above date pursuant to adjournment, and the following proceedings were had, to wit:

Present:

Brian Oneto, Chair
Pat Crew, Vice Chair
Richard Forster, Director
Frank Axe, Director
Jeff Brown, Director

Absent:

Staff:

Justin Yelinek, Battalion Chief
Lindsey Clark, Clerk of the Board

AGENDA

MOTION: It was moved by Director Forster, seconded by Director Crew, and unanimously carried to approve the agenda as amended.

PUBLIC MATTERS NOT ON THE AGENDA: Battalion Chief Ryan Hamre addressed the Board with recognition to staff for going over and above on a public assist during the winter storms. Battalion Chief Justin Yelinek presented to the Board a plaque given to the District from Todos Santos Fire Department in Mexico thanking the District for their many donations of supplies over the years. Battalion Chief Yelinek also informed the Board that the District will be holding a live training burn from two structures donated to the District located on Depot Road.

ADMINISTRATIVE MATTERS

Presentation of Certificate of Recognition: Battalion Chief Yelinek presented Mr. Sergio Gutierrez Perez with a certificate of recognition for his heroic actions of rescuing a child from a sewer on October 7, 2018.

Vehicle Maintenance Report : Board reviewed the report, discussion ensued relative to subject matter.

MISCELLANEOUS MATTERS

Regular Minutes of January 15, 2019:

MOTION: It was moved by Director Forster, seconded by Director Crew, and unanimously carried to approve the minutes of January 15, 2019 as presented.

CLOSED SESSION: At 10:50a.m., the Board recessed into closed session. The following person was present during portions of this closed session: Fire Chief Walter White. This portion of the meeting was not recorded.

REGULAR SESSION: At 11:58a.m., the Board reconvened into regular session. The following matters were reviewed during closed session:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL RELEASE (§ 54957):

MOTION: It was moved by Director Forster, seconded by Director Axe, and unanimously carried to approve sending out a letter and direct the Personnel Committee to work with Counsel for further investigation and come back to the Board with findings.

ADJOURNMENT: At 11:59a.m., Chair Oneto adjourned the meeting until March 19, 2019 at 10:30a.m.

President, Amador Fire Protection District