

# Sonoma Valley Fire District

Board of Directors Meeting

November 9, 2021





# Sonoma Valley Fire District

## Board of Directors Meeting

November 9, 2021

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

Tuesday, November 9, 2021 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 via videoconference in compliance with AB 361, effective September 16, 2021. Agendas and board packet materials are available at the following website: <http://svfra.org>**

**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, Raymond Brunton, Mark Emery, 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) Courtney with Matrix Consulting Group to present Fire Prevention Fee Study.

**7. Consent Calendar**

a) Consideration of Approval of videoconference option under AB 361. Board will consider approval of findings that there remains a State proclaimed COVID 19 health emergency and local officials continue to impose or recommend measures to promote social distancing. **Action item with Roll Call Vote**

b) Approval of minutes from the special meeting, held on September 28, 2021. **Action Item**

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

Report for September 2021

9. **Old Business**

10. **New Business**

a) *Public Hearing: The Board will conduct a public hearing to consider adoption of Ordinance 2021/2022-01, adopting the findings from Matrix Consulting Groups Fire Prevention Fee Study and setting the new Fire Prevention Fees.* The Board shall open the item for public comment and take action upon close of the public comments.

b) Resolution 2021/2022-06 to consider the creation of the position of Fire Prevention Inspector, including an adoption of a side letter of agreement with the Sonoma Valley Profession Firefighters Association, Local 3593.

c) Fiscal Year 2021/2022 Fund Balance Allocation, based on VOM and GE FY-19/20 audits.

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 the regular Board meeting on December 14, 2021 at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

*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://svfra.org>.*



# Overview of Fire Prevention User Fee Study Results

Sonoma Valley Fire District, California



# Project Overview

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## ◆ **Purpose**

- Document fee related services and service level assumptions, as well as detail the full cost associated with each permit or unit.

## ◆ **General Process / Steps**

- Catalog existing and potential fees for service
- Work with Prevention staff to establish time estimates by position for each service provided:
  - \* Accounting for desired service levels
  - \* Excluding extraordinarily complex or simple projects
- Allocate overhead costs, including departmental (admin, payroll, etc.) overhead.

# Benefits / Uses

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- ◆ ***Ensures compliance with State and local laws (i.e., Prop 218 and 26)***
  - User fees charged by local agencies may not exceed the estimated reasonable cost of providing the service for which the fee is charged.
- ◆ ***Aligns with Government Finance Officers Association (GFOA) best practices:***
  - Calculate the full cost of providing a service in order to provide a basis for setting the charge or fee.
  - Adopt formal policies regarding cost recovery
  - Conduct cost analysis every 3 to 5 years.

# Current Fee Practices

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- ◆ The current fee schedule is simplified to outline services such as plan review, inspection, re-inspection, etc.
- ◆ Staff charge for services by the hour, using a rate of \$150 for prevention services.
- ◆ Applicants are billed based on an assumption of time, with additional funds to be requested if initial estimates are exceeded.



# Study Findings

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- ◆ The fully burdened hourly rate calculated for Prevention services is \$150.
  - This rate is in-line with the current hourly rate used by the District.
- ◆ Revenues generated through the current time-based billing process are significantly lower than the full cost of providing services.
  - The current cost recovery rate is about 40%.
  - Typical recovery levels for Prevention services are between 80% - 100%.

# Fee Schedule Recommendations

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- ◆ ***Utilize a detailed fee schedule outlining the variety of services provided.***
  - This will more clearly show applicants the services provided by the District.
  
- ◆ ***Adopt flat fees for services offered.***
  - This will eliminate the need for time tracking and billing by staff and allow applicants to have a better understanding of potential project costs.

# Cost Recovery Considerations

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- ◆ ***Any fees not set at full cost recovery are being offset by other taxpayer funding sources.***
- ◆ ***Fee Setting***
  - ***Full Cost Recovery*** – Fees can immediately be set at the total cost amounts shown in the report.
  - ***Phased Implementation*** – Fees can be phased in over a period of time so as to minimize impacts on the community.
- ◆ ***Annual Adjustments:*** The District should consider annually adjusting its fee schedule in order to maintain proposed cost recovery levels.
  - COLA /Personnel Cost Factor
  - CPI

# Proposed New Services and Charges: Annual Operational Fire Permits

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- ◆ A fee structure was developed in order to account for Annual Operational Fire Permits, as allowed by the Fire Code.
- ◆ ***Estimate of District 1 (City of Sonoma) Annual Revenue Only:***
  - Assuming the lowest base permit cost - \$60,000
  - Assuming 90% of the businesses require no to low hazard - \$25,000.
- ◆ ***Sample Fees:***
  - A 2,000 sqft fast food restaurant with 4 no to low hazard operations would pay \$385 annually.
  - A 6,000 sqft supermarket with 3 no to low hazard operations would pay \$398 annually.
  - Multi-occupant commercial buildings would be assessed fees for common hazards (i.e., sprinklers, alarms, etc.) while unique businesses would pay for specific use hazards.



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 November 9, 2021

<b>Agenda Item No.</b>	<b>Staff Contact</b>
7a	Maci Jerry, Clerk of the Board

<b>Agenda Item Title</b>
AB 361 Compliance

<b>Recommended Actions</b>
Review local officials currently imposed or recommended measures to promote social distancing.

<b>Executive Summary</b>
<p>Since the Governor’s COVID-19 emergency orders issued in March 2020, local public agencies, such as our Board of Directors, have been authorized to conduct videoconference meetings without compliance with Brown Act teleconference and videoconference requirements in Government Code section 54953.</p> <p>The Governor’s order expired on 9/30/21, and the California legislature passed AB 361, signed by the Governor on 9/16/21, which authorizes continued videoconference meetings without Brown Act compliance, provided the local agencies Board of Directors make a finding, every 30 days at its monthly meeting, that (1) there is still a State proclaimed COVID 19 health emergency; and (2) local officials (such as the County health officer) continue to impose or recommend measures to promote social distancing.</p> <p>The recommendation to the Board for monthly compliance with the AB 361 findings requirement is to: (1) list at the top of the meeting agenda, and have the President read at the start of the meeting, that “This meeting is being conducted via videoconference in compliance with AB 361, effective September 16, 2021”; (2) to include at the beginning of each meeting agenda an agenda item of “Consideration of Approval of videoconference option under AB 361. Board will then consider approval of findings, that there remains a State proclaimed COVID 19 health emergency, and local officials continue to impose or recommend measures to promote social distancing.”; and (3) have a Board discussion, public comment and a roll call vote to approve these findings by the Board.</p>

<b>Alternative Actions</b>
No alternative actions are recommended.

<b>Strategic Plan Alignment</b>
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<b>Fiscal Summary – FY 21/22</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>
None

<b>Attachments</b>
1. Summary of AB 361 Bill, signed 09.16.2021

# Governor signs AB 361 allowing for virtual board meetings

On September 16, 2021, Governor Newsom signed **AB 361** into law. The bill, which is an urgency bill that became effective immediately upon the Governor's signature, amends the Brown Act to provide the ability for boards to hold remote meetings during a proclaimed state of emergency without following the Brown Act's teleconferencing rules. Boards had been anxiously awaiting this bill, as Governor Newsom's Executive Order suspending certain parts of the Brown Act to allow teleconferenced meetings during the COVID-19 pandemic expires on September 30, 2021.

AB 361 provides that boards need not follow the Brown Act's teleconferencing rules if the board makes a finding that there is a proclaimed state of emergency **and** either state or local officials have imposed or recommended social distancing measures **or** meeting in person would present imminent risks to the health or safety of attendees due to the emergency. If a board chooses to use the option provided in AB 361, the board must make findings **every 30 days** that the board has reconsidered the circumstances of the state of emergency **and** either the state of emergency continues to directly impact the ability of the members to meet safely in person **or** state or local officials continue to impose or recommend measures to promote social distancing.

If boards utilize the remote meeting option provided in AB 361, they must also adhere to the following requirements:

- Give notice of meetings and post agendas as otherwise required by the Brown Act.
- Provide members of the public virtual access to the meeting and an opportunity to address the board directly through that virtual access;
- Provide notice of the means by which members of the public may access the meeting virtually in any instance in which they give notice of the time for the teleconferenced meeting or post the agenda for the teleconferenced meeting;
- Ensure the agenda identifies and includes an opportunity for all persons to attend the teleconference meeting by a call-in option or internet-based service option;
- Provide an opportunity for the public to address the board in real-time; boards may not require members of the public to submit comments in advance;
- Stop the meeting if there is a disruption into the call-in option or internet-based service option that results in members of the public being unable to access the meeting; boards may not take action on any agenda items during this disruption of access; and
- Refrain from closing a timed public comment period before the time for the comment period has elapsed. If boards do not use timed public comment periods, they must allow a reasonable time per agenda item for public comment.

The bill includes a sunset on local agency provisions which are repealed on January 1, 2024.



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 November 9, 2021

<b>Agenda Item No.</b>	<b>Staff Contact</b>
7a	Maci Jerry, Clerk to the Board of Directors

**Agenda Item Title**  
 Approval of the special meeting minutes held on September 28, 2021

**Recommended Actions**  
 Approve the minutes

**Executive Summary**  
 The minutes have been prepared for Board review and approval.

**Alternative Actions**  
 Correct or amend minutes prior to approval

<b>Fiscal Summary – FY 21/22</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)**  
 Not Required

**Attachments**  
 1. Minutes for September 28, 2021 special meeting

# SONOMA VALLEY FIRE DISTRICT

## SPECIAL BOARD OF DIRECTORS MEETING MINUTES Tuesday, September 28, 2021 at 6:00 P.M.

### 1. **Call to Order**

President Norton called the meeting to order at 6:00 p.m. via a zoom videoconference call.

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

Board of Directors: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Brian Brady, Raymond Brunton, and Mark Emery. Director Terrence Leen was absent.

### 3. **Pledge of Allegiance**

The Pledge of Allegiance was led by President Norton and recited by all.

### 4. **Confirmation of Agenda**

Chief Akre recommended to move agenda item 10b to the first topic of discussion. President Norton agreed.

### 5. **Comments from the Public**

None

### 6. **Presentations**

None

### 7. **Consent Calendar**

Board reviewed and approved the meeting minutes from the regular board meeting held on July 13, 2021. **M/S/P Brady/Johnson 6 ayes and 1 absent**

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

The Chief presented his monthly report to the Board.

### 9. **Old Business**

VP Atkinson had a meeting with the Derickson Family and brought back to the Board the outcome. It was brought to the Board's attention that the Family had expressed concerns regarding electrical cost associated with the building, being that the building does not have its own PG&E meter. It was discussed by the board as to if a small monthly fee should be paid to cover those costs if the lease is to remain. Chief Akre spoke with legal counsel and determined that gifting the building to the Derickson's would not be considered a gift of public funds due to the nature of the long term lease savings and the overall depreciation of the building itself. The Board agreed that there would be another focused recruitment for Station 6 volunteers and after this recruitment period concludes the Station 6 discussion will be brought back to the Board for further review and determination.



**10. New Business**

*A public meeting was opened and immediately closed, as there were no members of the public present during the meeting for the Board to hear public comment pertaining to agenda item 10a, adoption of SVFD's Final Budget for Fiscal Year 2021/2022.*

a) Adoption of Resolution 2021/2022-04 approving the Final Budget for fiscal year 2021/2022 with the correction on wording within the budget title. The title should read Recommended Final Budget Fiscal Year 2021-2022 and not Recommended Preliminary Budget.

**M/S/P Brunton/Emery 6 ayes and 1 absent**

b) Adoption of Resolution 2021/2022-05 authorizing the adoption of the Sonoma County Local Multijurisdictional Hazard Mitigation Plan. **M/S/P Johnson/Brady 6 ayes and 1 absent**

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

Peter VanFleet advised the Board that the Station 5 project is still moving forward.

**12. Comments from the Floor**

None

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

None

**14. Closed Session**

None

**15. Adjournment**

**M/S Norton/Atkinson with 6 ayes, 1 absent**

This meeting was adjourned at 7:11 p.m. to a regular Board meeting on November 9<sup>th</sup>, at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

*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://svfra.org>*

Respectfully submitted,

Maci Jerry



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 November 9, 2021

<b>Agenda Item No.</b>	<b>Staff Contact</b>
10a	Steve Akre, Fire Chief

**Agenda Item Title**  
 Review and approve Fire Prevention Fee Study.

**Recommended Actions**  
 Approve recommendations as presented by Matrix Consulting Group and Fire Chief Steve Akre.

**Executive Summary**  
 A Fire Prevention Fee & Opportunity Study, provided by Matrix Consulting Group, established the legal and policy basis for modifying existing fire prevention fees and providing additional services and associated fees allowed by State Law (California Fire Code).

Historically the Fire Prevention Office has been operating in excess of the provided capacity. Currently we have one full time position that provides administration, construction project plan review, construction project field inspections, weed abatement, vegetation management, customer complaints and inquiry, project consultation and coordination within the County and City of Sonoma, State mandated licensing inspections, fire investigations, and agency representation for community outreach and public meetings.

California Health & Safety Code Sections 13146.2 and 13146.3 requires annual fire inspections. Information on the challenges meeting this requirement over the past 4 years is attached to this agenda item. In an effort to meet these requirements and provide for increased public safety, increased firefighter safety and focus on the mission of fire prevention we present this proposal for adoption.

**Alternative Actions**  
 Modify approvals to include portions of or modifications to proposal.

**Strategic Plan Alignment**  
 In alignment with Goals 1A, 2D, 4C.

<b>Fiscal Summary – FY 21/22</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. Prevention Fee Study Presentation (Agenda item 6a)
  2. Sonoma Valley Fire Final Fee Study Report
  3. SB1205\_Mandated Inspection Summary 18-21
  4. Resolution 2021/2022-06

**Report on the Fire Prevention  
Cost of Services (User Fee) Study**

SONOMA VALLEY FIRE DISTRICT, CALIFORNIA

August 2021

**matrix**   
consulting group

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# 1. Introduction and Executive Summary

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The report, which follows, presents the results of the Fire Prevention Fee Study conducted by the Matrix Consulting Group for the Sonoma Valley Fire District (District).

## 1 Project Background and Overview

The Government Finance Officers Association (GFOA) disseminates numerous best practices for governmental finance-related matters. The GFOA's best practices for *Establishing Government Charges and Fees* states that governmental entities should calculate the full cost of providing a service in order to provide a basis for setting the charge or fee.

The Matrix Consulting Group analyzed the cost of service relationships that exist between Fire Prevention fee for service activities, including: Land Use / Entitlement Application Review, Fire / Life Safety Review and Inspection, Sprinkler and Alarm Systems, Solar Systems, Grading / Fire Safe Standards, Vegetation Management Plans, Annual Operational Fire Permits, Occupancy Inspections, and Miscellaneous services. The results of this Study provide a tool for understanding current service levels, the cost 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 Department or Program. 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
<b>Direct</b>	Fiscal Year 2021 Budgeted salaries, benefits and allowable expenditures.
<b>Indirect</b>	District, division and departmental administration / management and clerical support.

Together, the cost components in the above table 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:

- **Staff Interviews:** The project team interviewed Fire Prevention staff regarding their needs for clarification to the structure of existing fee items, or for the 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 2021 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.
- **Comparative Survey:** A review of surrounding jurisdiction's (identified by the District) published fee schedules and public documents (i.e., agenda items, staff reports, budgets, fee schedules, and ordinances) was conducted in order to provide a comparative fee analysis.
- **Review and Approval of Results with Staff:** District management 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.

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 Fire Department 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, with input from Fire Department staff and the community.

### 3 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. The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice. The GFOA's best practices for *Establishing Government Charges and Fees* states that governmental entities should adopt formal policies regarding charges and fees which include the jurisdiction's intention to recover the full cost or partial costs of providing services, sets forth circumstances under which the jurisdiction might set a charge or fee at less than or more than 100% of full cost, and outlines the considerations that might influence the jurisdiction's pricing decision.

## **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.

The GFOA's best practices for *Establishing Government Charges and Fees* states that governmental entities should review and update charges and fees periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates in order to avoid large infrequent fee increases.

## 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 Private Benefit
<ul style="list-style-type: none"> <li>• Police</li> <li>• Park Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Recreation / Community Services</li> <li>• Fire Suppression / Prevention</li> <li>• Facility Rentals</li> </ul>	<ul style="list-style-type: none"> <li>• Building Permits</li> <li>• Planning and Zoning Approval</li> <li>• Site Plan Review</li> <li>• Engineering Development Review</li> </ul>

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 2, services in the “global community benefit” section tend to be funded primarily through tax revenues. In the middle of the table are services typically funded by a mixture of taxes, user fees, and other funding sources. Finally, in the “individual or private 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 changing a water heater in a residential home is higher than the cost of the water heater itself, many citizens will avoid pulling the permit.
- 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 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.

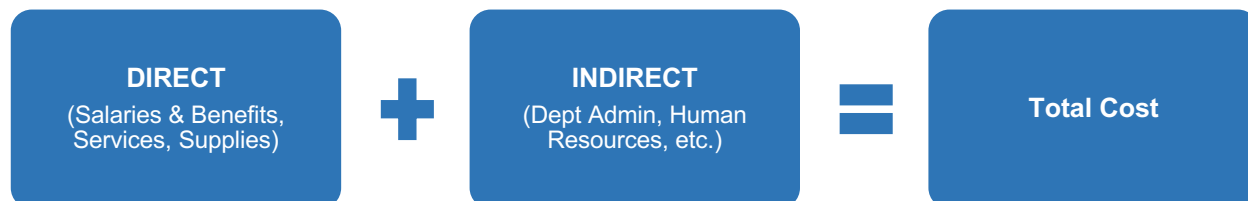
The Matrix Consulting Group recognizes the need for policies in which the general fund intentionally subsidizes certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services and assure that the District complies with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

### **3 Summary of Legal Restrictions and Policy Considerations**

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 typically 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 the total cost of service. 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 following chart describes the components of a full cost calculation:



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.

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 Fire Prevention 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 and 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 to meet 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 activity volumes.

Situations may 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. Results Overview

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The motivation behind a cost of services (User Fee) analysis is for the District Board and Departmental 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.

Discussion of results in the following subsections is intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. The full analytical results were provided to Fire Prevention staff under separate cover from this summary report.

### 1 Fee Schedule Modifications

The District's current fee schedule is comprised of five fee categories: Administration, Emergency Medical Services (EMS), Vehicle Maintenance Services, Emergency Response Services, and Fire Prevention Services. This study only focused on Fire Prevention Services, and did not assess costs associated with EMS, Vehicle Maintenance Services, or Emergency Response Services.

The District's current Fire Prevention Services fee structure has 15 fees covering general plan review and inspection, Fire Suppression Systems, and State-Regulated Building Inspections. Each of the current fees is based on a per hour rate of either \$150 or \$225, requiring staff to track hours per permit or service.

Discussions with Fire Prevention staff revealed that the current fee schedule was too simplistic, and that the practice of charging hourly created administrative issues for both prevention staff, as well as administrative staff, relating to time tracking and billing for services. Therefore, the project team worked with Prevention staff to develop a detailed fee schedule outlining the various services provided, and which has associated flat fees for nearly all services, thereby eliminating the need for time tracking and billing associated with the current fee schedule.

The proposed fee structure breaks services out into 11 major permit categories: Land Use / Entitlement Application Review, Building (Fire / Life Safety), Sprinkler Systems, Energy Systems, Fire Alarm & Detection Systems, Pre-Engineered System, Grading / Fire Standards, Vegetation Management Plan / Fire Protection Plan, Operational Fire Permits, Occupancy Inspections, and Miscellaneous. The following sections detail the services for which fees were developed, as well as the total cost calculated through this analysis.

## 2 Land Use / Entitlement

During the planning approval phase of a construction project, plans are submitted to the Fire Department to begin the permitting process for construction. These reviews provide an applicant with an understanding of general requirements, as well as any specific or unique requirements needed for the proposed development based on the fire code. Fire prevention services related to these reviews fall under the Land Use / Entitlement Application Review section, and have been broken out into four application types: Subdivision, Multifamily, New Commercial, and Commercial TI.

The following table details the permit title / name, fee type, and the total plan review cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

**Table 3: Total Cost Per Unit Results – Land Use / Entitlement**

<b>Fee Name</b>	<b>Unit</b>	<b>Full Cost – Plan Review</b>
<b>Subdivision</b>		
2 - 49 Parcels	Flat	\$449
50 or more Parcels	Flat	\$898
<b>Multifamily</b>		
3 - 49 units	Flat	\$449
50 or more Units	Flat	\$898
New Commercial	Flat	\$599
Commercial TI	Flat	\$299

The service assumptions used to calculate costs for Land Use / Entitlement application review of 2 – 49 Subdivision Parcels and 3 – 49 Multifamily units were the same, resulting in the total cost of \$449. Similarly, the service assumptions for 50 or more subdivision parcels and 50 or more Multifamily units resulted in a full cost of \$499. Review of New Commercial and Commercial TI applications requires less staff time, resulting in full cost calculations of \$599 and \$299 respectively.

## 3 Building (Fire / Life Safety)

Fire Prevention staff are routed construction plans in order to review for fire and life safety issues, including required services and systems, as well as means to egress. Once plans have been approved, and construction begins, Prevention staff conduct inspections

during the construction phase to ensure that any required conditions are met pertaining to fire and life safety.

The following table details the permit title / name, fee type, and the total plan review and inspection cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

**Table 4: Total Cost Per Unit Results – Building (Fire / Life Safety)**

<b>Fee Name</b>	<b>Unit</b>	<b>Full Cost - Plan Review</b>	<b>Full Cost - Inspection</b>
<b><u>Residential Plan Review &amp; Inspection:</u></b>			
<b>New Construction</b>			
3,000 sq ft and less	Flat	\$225	\$274
3,001 sq ft and over	Per 1,000 sq ft	\$75	\$75
<b>Remodel / Addition</b>			
500 sq ft and less	Flat	\$225	\$274
501 sq ft and over	Per 500 sq ft	\$37	\$75
<b><u>Multi-Family Plan Review &amp; Inspection:</u></b>			
<b>New Construction</b>			
10 units or less	Flat	\$449	\$499
11-49 units	Flat	\$898	\$948
Each unit over 49	Each add'l unit	\$37	\$37
<b>Remodel / Addition</b>			
10 units or less	Flat	\$449	\$499
11-49 units	Flat	\$898	\$948
Each unit over 49	Each add'l unit	\$37	\$37
<b><u>Commercial Plan Review &amp; Inspection:</u></b>			
<b>New Construction or Addition</b>			
Up to 5,000 sq ft	Flat	\$449	\$349
5,001 - 10,000 sq ft	Flat	\$898	\$499
10,001 - 20,000 sq ft	Flat	\$1,123	\$649
Each additional 10,000 sqft	Flat	\$225	\$112
<b>Alteration or Renovation (Tenant Improvement)</b>			
Up to 2,000 sq ft	Flat	\$225	\$349
2,001 to 5,000 sq ft	Flat	\$449	\$499
5,001 - 10,000 sq ft	Flat	\$674	\$499
10,001 - 20,000 sq ft	Flat	\$898	\$649
Each additional 10,000 sqft	Flat	\$225	\$112
Certificate of Occupancy Inspection / Sign-Off	Flat	\$0	\$274

Fire and Life Safety plan review and inspection services are similar regardless of if a residential project is new construction or a remodel / addition; similarly, there is little difference between services associated with Multifamily new construction or remodel / addition. These similarities result in identical plan review and inspection fees between sub categories.

Service costs for commercial plan review and inspection range from a low of \$225 for alterations up to 2,000 sq ft to a high of \$1,123 for new construction between 10,001 and 20,000 sq ft.

## 4 Sprinkler, Fire Alarm, and Detection Systems

Prevention staff are responsible for reviewing plans and providing inspections to ensure sprinkler, fire alarm, pre-engineered, and other suppression systems are in compliance with the current California Fire Code, providing the appropriate prevention or suppression services needed for the building and occupancy being permitted. These reviews are separate from Building Fire and Life Safety reviews, and often occur as deferred submittals.

The following table details the permit title / name, fee type, and the total plan review and inspection cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

**Table 5: Total Cost Per Unit Results – Sprinkler, Fire Alarm, and Detection Systems**

Fee Name	Unit	Full Cost - Plan Review	Full Cost - Inspection
<b>SPRINKLER SYSTEM (Plan Check &amp; Inspection)</b>			
<b>Residential - 13D</b>			
<b>New Construction:</b>			
Up to 1,000 square feet	Flat	\$225	\$499
Over 1,000 square feet	Per 1,000 sqft	\$62	\$87
<b>Modifications to Existing System</b>			
10 or fewer heads	Flat	\$0	\$274
Greater than 10 heads	Flat	\$225	\$499
<b>Residential - 13R</b>			
<b>New Construction:</b>			
Plan Review - Per Floor Plan	Flat	\$449	\$0
<b>Inspection</b>			
First 5 units	Flat	\$0	\$499
Each additional unit	Flat	\$0	\$37
<b>Modification to Existing System:</b>			
10 or fewer heads	Flat	\$0	\$274
11 – 20 heads	Flat	\$150	\$349
Each additional 20 heads	Flat	\$37	\$75
Residential Underground	Flat	\$0	\$274
<b>Commercial 13</b>			
First 20 heads	Flat	\$299	\$524
Each additional 20 heads	Flat	\$37	\$112



Fee Name	Unit	Full Cost - Plan Review	Full Cost - Inspection
<b>Commercial Tenant Improvement</b>			
10 or fewer heads	Flat	\$0	\$349
11 – 20 heads	Flat	\$150	\$349
Each additional 20 heads	Flat	\$37	\$75
<b>FIRE ALARM &amp; DETECTION SYSTEMS</b>			
<b>New or Tenant Improvement:</b>			
1-25 Devices	Flat	\$374	\$100
25-50 Devices	Flat	\$524	\$175
50-100 Devices	Flat	\$674	\$387
100-250 Devices	Flat	\$748	\$499
250-500 Devices	Flat	\$1,048	\$948
500-750 Devices	Flat	\$1,198	\$1,285
750-1,000 Devices	Flat	\$1,347	\$1,509
Over 1,000 Devices	Flat	\$1,497	\$1,622
Dedicated Function Sprinkler Monitoring System	Flat	\$225	\$274
Panel Replacement	Flat	\$225	\$274
<b>PRE-ENGINEERED SYSTEM</b>			
Clean Agent	Flat	\$299	\$349
Hood and Duct	Flat	\$299	\$274
Spray Booth	Flat	\$225	\$162

Sprinkler systems were broken out into residential new construction and modifications, with Commercial being broken into new construction and tenant improvements. These costs range from a low of \$150 for plan review of residential modification of up to 15 heads, to a high of \$524 for inspection of the first 20 heads of commercial new construction.

Fire Alarm and Detection Systems was broken into categories that reflect ranges of device counts. Plan review costs range from \$374 to \$1,497, while inspection services range between \$100 and \$1,622.

Pre-engineered systems such as clean agent, hood and duct, and spray booth were identified separately, with full cost ranging from \$225 for plan review of spray booths, to a high of \$349 for inspection of clean agent systems.

## 5 Energy Systems

Prevention staff are responsible for reviewing plans and inspecting energy systems such as photovoltaic (solar) systems and other ancillary devices. In compliance with the California Fire Code, Prevention staff must ensure that access, fire protection, and other measures and general precautions are adhered to. These reviews are separate from

Building Fire and Life Safety reviews, and often occur as stand-alone submittals after a structure has been built.

The following table details the permit tile / name, fee type, and the total plan review and inspection cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

**Table 6: Total Cost Per Unit Results – Energy Systems**

<b>Fee Name</b>	<b>Unit</b>	<b>Full Cost - Plan Review</b>	<b>Full Cost - Inspection</b>
<b>Residential:</b>			
Solar PV	Flat	\$112	\$162
Solar PV with Energy Storage System (ESS)	Flat	\$225	\$274
Energy Storage Systems	Flat	\$112	\$162
<b>Commercial:</b>			
Solar PV	Flat	\$225	\$274
Solar PV with Energy Storage System (ESS)	Flat	\$674	\$499
Energy Storage Systems	Flat	\$449	\$499
Commercial / Residential Generator Install	Flat	\$225	\$274

The energy system permit category includes plan review and inspection services broken out for residential and commercial systems. The full cost calculated ranges from a low of \$112 for plan review of Solar PV and Energy Storage Systems (ESS), to a high of \$499 for inspections related to commercial Solar PV with ESS and stand-alone ESS.

## 6 Grading / Fire Safe Standards

Prevention staff review applications and inspect project sites for grading and fire safe standards to ensure appropriate access and fire protection methods are in place, allowing for fire suppression responses should they be needed. These reviews could be submitted in conjunction with, or prior to submittal of building plans.

The following table details the permit tile / name, fee type, and the total plan review and inspection cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

**Table 7: Total Cost Per Unit Results – Grading / Fire Safe Standards**

<b>Fee Name</b>	<b>Unit</b>	<b>Full Cost - Plan Review</b>	<b>Full Cost - Inspection</b>
<b>Residential:</b>			
One & Two Family	Flat	\$225	\$175
<b>Multifamily (3-49 Units)</b>			
3 - 49 units	Flat	\$337	\$249

Fee Name	Unit	Full Cost - Plan Review	Full Cost - Inspection
50 or more Units	Flat	\$674	\$324
<b>Subdivision (2-49 Parcels)</b>			
2 - 49 Parcels	Flat	\$337	\$249
50 or more Parcels	Flat	\$674	\$324
<b>Commercial:</b>			
Up to 5,000 sq ft	Flat	\$449	\$175
5,001 - 10,000 sq ft	Flat	\$674	\$249
10,001 - 20,000 sq ft	Flat	\$898	\$324

Grading and Fire Safe Standards permits were broken out between Residential (multifamily and subdivision) and Commercial due to the varying levels of plan review and inspection services required. The full cost of plan review ranges from a low of \$225 for one and two family residential, to a high of \$898 for commercial buildings between 10,001 and 20,000 sq ft. The full cost of inspection services ranges from a low of \$175 for one and two family residential and up to 5,000 sq ft commercial to a high of \$324 for 50 or more subdivision parcels and commercial buildings between 10,001 – 20,000 sq ft.

## 7 Vegetation Management Plan / Fire Protection Plan

Vegetation Management Plans are required for certain construction types, residential and commercial, that are located in high and very high fire severity zones. These plans are reviewed by fire prevention staff, and site inspections are conducted to ensure that developers adhere to the plans.

The following table details the permit title / name, fee type, and the total plan review cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

**Table 8: Total Cost Per Unit Results – Vegetation Management Plan / Fire Protection Plan**

Fee Name	Unit	Full Cost -Plan Review
<b>Plan Review:</b>		
Single Family Dwelling	Flat	\$449
Multi-Family Dwellings	Flat	\$599
<b>Subdivision:</b>		
2-5 residences	Flat	\$599
6-15 residences	Flat	\$823
16+ residences	Flat	\$1,048
Commercial Development	Flat	\$449
Vegetation Consultation	Hourly	\$150
Non-Compliant Properties	Hourly	\$150

Vegetation Management / Fire Protection Plan review service costs range from a low of \$449 for single family dwellings to a high of \$1,048 for subdivisions with more than 16 residences.

## 8 Operational Permits and Occupancy Inspections

Operational permits are required for hazardous operations or processes which are conducted within the District by the California Fire Code. Temporary and annual permitting of these establishments includes review of current fire code regulations, as well as conducting inspections to ensure code compliance. Occupancy inspections are conducted to ensure that certain occupancy types are maintaining proper suppression systems, exiting, and generally complying with the fire code.

The following table details the permit title / name, fee type, and the total plan review and inspection cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

**Table 9: Total Cost Per Unit Results – Vegetation Management Plan / Fire Protection Plan**

Fee Name	Unit	Full Cost - Plan Review	Full Cost - Inspection
<b>OPERATIONAL FIRE PERMITS - TEMPORARY</b>			
Tents in excess of 400 sq. ft or canopies in excess of 700 sq. ft.	Per Tent	\$225	\$274
Seasonal Lots (X-Mas Trees, Pumpkin Patches, etc.)	Flat	\$225	\$274
Outdoor Assembly Events	Flat	\$449	\$499
<b>OPERATIONAL FIRE PERMITS - ANNUAL</b>			
<b>Base Permit</b>			
0 - 2,000 square feet	Flat		\$137
2,001 - 5,000 square feet	Flat		\$175
5,001 - 7,500 square feet	Flat		\$212
7,501 - 10,000 square feet	Flat		\$249
Greater than 10,000 square feet	Flat		\$287
<b>Operational Hazard</b>			
No to Low Hazard	Per Item		\$62
Medium Hazard	Per Item		\$87
High Hazard	Per Item		\$150
<b>OCCUPANCY INSPECTIONS</b>			
Multi-family Dwellings R-1, R-2 Occupancies	Per Hour		\$150
<b>State Facilities, State Required Pre-Inspection (Maximum Fee Amount Permitted Under State Health &amp; Safety Code Section 13235):</b>			
25 People or less	Flat		\$175
26 People or more	Flat		\$175
<b>State Licensed Care Facility Inspections:</b>			
State Licensed Care Facility Annual Inspection 6 or less clients	Flat		\$100
I-1 ,I-2 , I-3 , I-4 , R-2.1 , R-3 , R-3.1, R-4 Occupancies	Flat		\$474

Temporary Operational permits are issued for events that have large tents, seasonal lots, or major outdoor assemblies. The costs calculated through this study for temporary operational permits range from between \$225 and \$499 for plan review, and \$274 and \$499 for inspection.

The District is not currently conducting occupancy inspections on state-mandated occupancies, nor is it issuing annual occupancy permits. However, the District wants to ensure that as they expand services provided to the community that they have a fee structure in place to account for those services. As such, services have been costed out based upon the review and inspections required should the District begin to require and permit annual operations and or conduct annual occupancy inspections.

It is important to note that if the District implements fees for State Facilities or State Required Pre-Inspections, the maximum fee under state law is set at actual cost.

## 9 Miscellaneous Services

Miscellaneous services include project consultations, one-time inspections, additional plan review, fire engine stand by, as well as fines for work done without permits.

The following table details the permit title / name, fee type, and the total plan review and or inspection cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

**Table 10: Total Cost Per Unit Results – Miscellaneous Services**

<b>Fee Name</b>	<b>Unit</b>	<b>Full Cost - Plan Review</b>	<b>Full Cost - Inspection</b>
Document Copy Charges	Per Page	\$0.25	
Fire / EMS Reports	Per Report	\$31	
Refund Processing	Each	\$62	
<b>Project Consultation</b>			
Remote Consultation (Online or phone)	Per Hour	\$150	
Onsite Consultation (Site Visit)	Flat		\$249
Alternate Materials Request	Flat	\$225	
Outside Consultant / Third Party Review	Actual + 11%		
Pre-Inspection	Flat		\$175
Partial Permit Inspection	Per Hour		\$150
Additional Plan Review	Per Hour	\$150	
<b>Additional Inspection</b>			
Normal Business Hours	Per Hour		\$150
After Hours	Per Hour		\$150
Fire Engine Standby (Emergency or Non-emergency)	Per Hour		\$415
Standby Fire Safety Officer	Per Hour		\$123
Work without a permit	2 x permit		

Project consultation services are provided as needed or as requested by an applicant, and can be used in order to better understand future projects, and possible conditions required by the fire code. Work done without a permit is subject to a fine of two times the cost of the permit that should have been pulled. Any services provided by an outside consultant will be charged at actual cost plus 10% to cover Fire Prevention administrative costs associated with managing and overseeing the consultant.

## 5. Comparative Survey

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As part of the Cost of Services (User Fee) study for the Sonoma Valley Fire District, the Matrix Consulting Group conducted a comparative survey of user fees. The project team identified eleven jurisdictions to be included in the comparative survey: Novato Fire Protection District, Southern Marin Fire Protection District, Santa Rosa Fire Department, Bodega Bay Fire Protection District, Sonoma County Fire District, Central Marin Fire Authority, County of Sonoma Fire Prevention, Kentfield Fire Protection District, Napa City Fire Department, Petaluma Fire Department, and Sebastopol Fire Department. The project team then reviewed public documents (i.e., agenda items, staff reports, budgets, fee schedules, and ordinances), and or contacted jurisdictions to get comparative information.

While this report will provide the District with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to consider the local “market rates” for services as a means for assessing what types of changes in fee levels their community can bear. While a comparative survey does not provide adequate information regarding the relationship of a jurisdiction’s cost to its fees, it does provide a reference point for consideration.

The following sections detail various factors to consider when reviewing comparative survey results, as well as graphical comparisons of current fees and total calculated costs for various permits issued or services provided by the District.

### 1 Economic Factors

The project team conducted a survey of how the District’s current fees and calculated full cost compare to other jurisdictions. In order to provide additional context to the comparative survey information, the project team collected economic factors for the jurisdictions included. Three important economic factors to consider when comparing fees across multiple jurisdictions are: population, budget, and workforce size. The following tables rank each jurisdiction from smallest to largest for each of these economic factors:

**Table 11: Ranking of Jurisdictions by Population**

Jurisdiction	2019 Population
Bodega Bay Fire Protection District	1,200
Sebastopol Fire Department	7,786
Kentfield Fire Protection District	12,000
Southern Marin Fire Protection District	26,175
<b>Sonoma Valley Fire &amp; Rescue</b>	<b>33,000</b>
Central Marin Fire Authority	33,769
Petaluma Fire Department	61,917
Novato Fire Protection District	65,000
Sonoma County Fire District	70,000
Napa City Fire Department	80,277
Santa Rosa Fire Department	178,488
County of Sonoma Fire Prevention	499,942

**Table 12: Ranking of Jurisdictions by Budget**

Jurisdiction	FY21 Budget <sup>1</sup>
Sebastopol Fire Department	\$1,136,180
Bodega Bay Fire Protection District	\$3,148,778
Kentfield Fire Protection District	\$6,543,996
Central Marin Fire Authority	\$9,424,420
Petaluma Fire Department	\$17,074,863
<b>Sonoma Valley Fire &amp; Rescue</b>	<b>\$19,059,253</b>
Napa City Fire Department	\$20,337,600
Sonoma County Fire District	\$20,450,895
Southern Marin Fire Protection District	\$22,251,247
Novato Fire Protection District	\$33,838,820
Santa Rosa Fire Department	\$49,816,729
County of Sonoma Fire Prevention	\$50,675,087

**Table 13: Ranking of Jurisdictions by Workforce Size**

Jurisdiction	FY21 FTE <sup>2</sup>
Bodega Bay Fire Protection District	13
Kentfield Fire Protection District	13
Sebastopol Fire Department	34.5
Central Marin Fire Authority	36
<b>Sonoma Valley Fire &amp; Rescue</b>	<b>60</b>
Southern Marin Fire Protection District	60
Petaluma Fire Department	64
Napa City Fire Department	74
Novato Fire Protection District	78
Sonoma County Fire District	103
Santa Rosa Fire Department	146
County of Sonoma Fire Prevention	148.5

<sup>1</sup> FY21 budgets are reflective of Fire service budgets, including suppression, prevention, and emergency medical services..

<sup>2</sup> Includes full time and volunteer staff for suppression, prevention, and emergency medical services.



Based on the data shown in the previous tables, the District is just below average in terms of population, budget, and workforce size when compared to the surveyed jurisdictions.

## 2 Recency Factor

While the above comparative information can provide some perspective when comparing the District's fees with surveyed jurisdictions, other key factors to consider include when a jurisdiction's fee schedule was last updated and when the last comprehensive analysis was completed. The following tables detail when each surveyed jurisdiction last conducted a fee analysis and when they last updated their fee schedule.

**Table 14: Last Fee Study Conducted**

Jurisdiction	Response
Bodega Bay Fire Protection District	2018
Central Marin Fire Authority	2019
Kentfield Fire Protection District	2019
Napa City Fire Department	2015
Novato Fire Protection District	2019
Petaluma Fire Department	2019
Santa Rosa Fire Department	2019
Sebastopol Fire Department	2018
County of Sonoma Fire Prevention	2019
Sonoma County Fire District	2020
Southern Marin Fire Protection District	2017

**Table 15: Last Fee Schedule Update**

Jurisdiction	Response
Bodega Bay Fire Protection District	2018
Central Marin Fire Authority	2019
Kentfield Fire Protection District	2019
Napa City Fire Department	Not within the last 10 years
Novato Fire Protection District	1999
Petaluma Fire Department	Not within the last 10 years
Santa Rosa Fire Department	Not within the last 10 years
Sebastopol Fire Department	2018
County of Sonoma Fire Prevention	Not within the last 10 years
Sonoma County Fire District	2020
Southern Marin Fire Protection District	2017

All surveyed jurisdictions have updated their fees within the last three years, with the exception of the Napa City Fire Department. Just over half of the surveyed jurisdictions have conducted a fee study within the last 5 years, while the others haven't conducted one in over 10 years.

It is important to note that fees are not always adopted at full cost recovery, therefore, the comparative results will only show the adopted fees for the surveyed jurisdictions, not necessarily the full cost associated with the comparable service.

### 3 Additional Factors

Along with keeping the statistics outlined in the previous sections in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- Each jurisdiction and its fees are different, and many are not based on the actual cost of providing services.
- The same “fee” with the same name may include more or less steps or sub-activities. In addition, jurisdictions provide varying levels of service and have varying levels of costs associated with providing services such as staffing levels, salary levels, indirect overhead costs, etc.

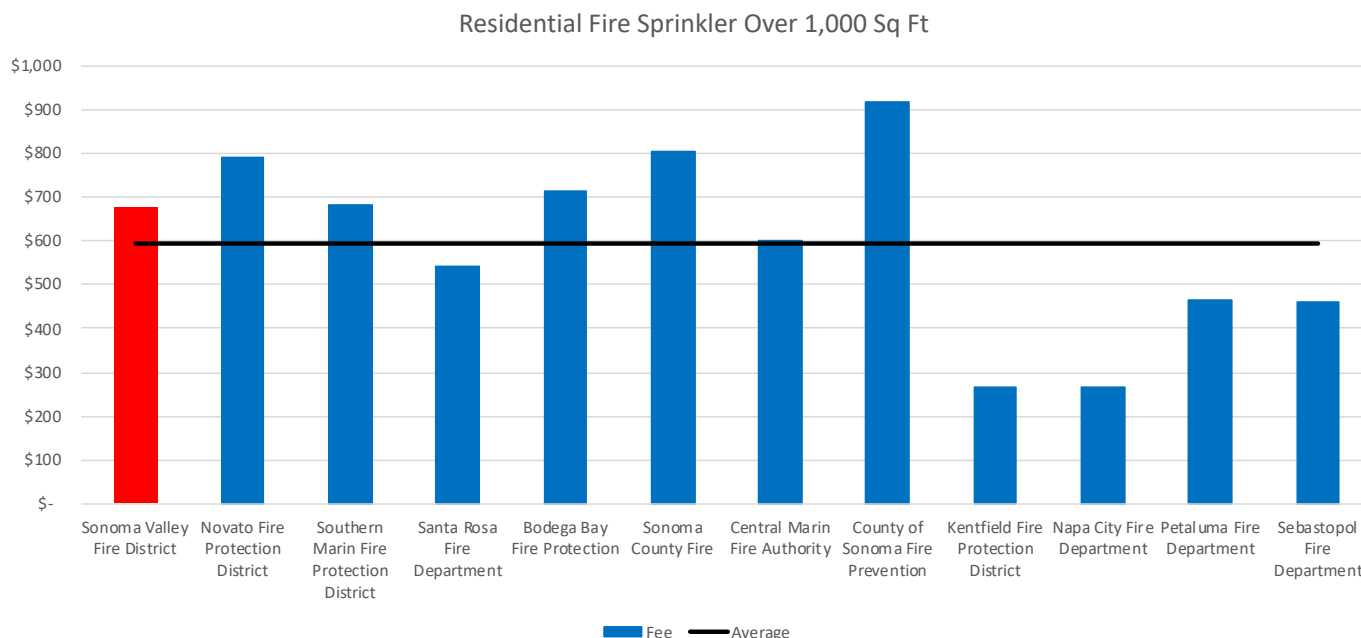
Market surveys can run the risk of creating a confusing excess of data that will obscure rather than clarify policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a reference point and a secondary decision-making tool, rather than a primary decision-making tool for establishing an acceptable price point for services.

### 4 Comparative Survey Results

As part of this study, the project team conducted a survey of how the District’s current user fees and calculated full cost compare to other similarly sized and regionally located jurisdictions. The following subsections provide a comparative look at common fee-related services provided by the District versus the surveyed jurisdictions.

#### 1 Residential Fire Sprinkler Over 1,000 Sq Ft

As part of this study, the project team calculated the full cost for plan review and inspection of a Residential Fire Sprinkler Over 1,000 square feet to be \$675. The following graph shows how the full cost compares to current fees charged by surveyed jurisdictions.

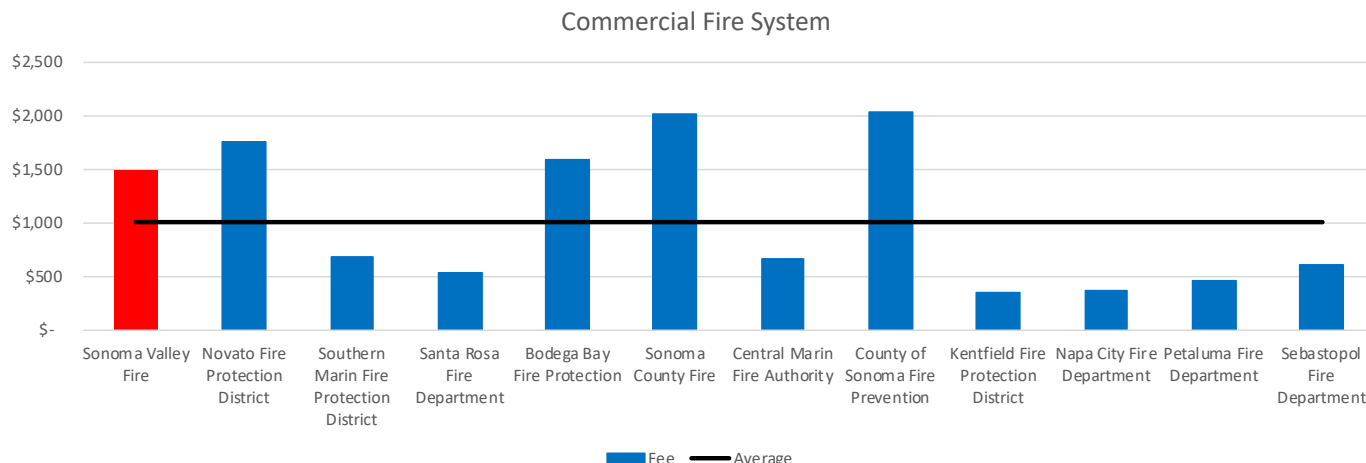


As the graph above indicates, Sonoma Valley Fire Department’s full cost is higher than the fees charged by Santa Rosa, Kentfield, Napa City, Petaluma, and Sebastopol; in line with fees charged by Southern Marin, and Bodega Bay; and lower than those charged by County of Sonoma, Sonoma County Fire District, and Novato Fire Protection District. The average fee charged by other jurisdictions is \$592. Santa Rosa’s fee is a flat fee plus a per head cost with a basis of an assumed 20 heads. Several jurisdictions<sup>3</sup> calculate current fees based upon fully burdened hourly rates, and the time it takes to plan review and inspect these systems.

## 2 Commercial Fire System

As part of this study, the project team calculated the full cost for plan review and inspection of a Commercial Fire System to be \$1,500. The following graph shows how the total cost compares to current fees charged by surveyed jurisdictions.

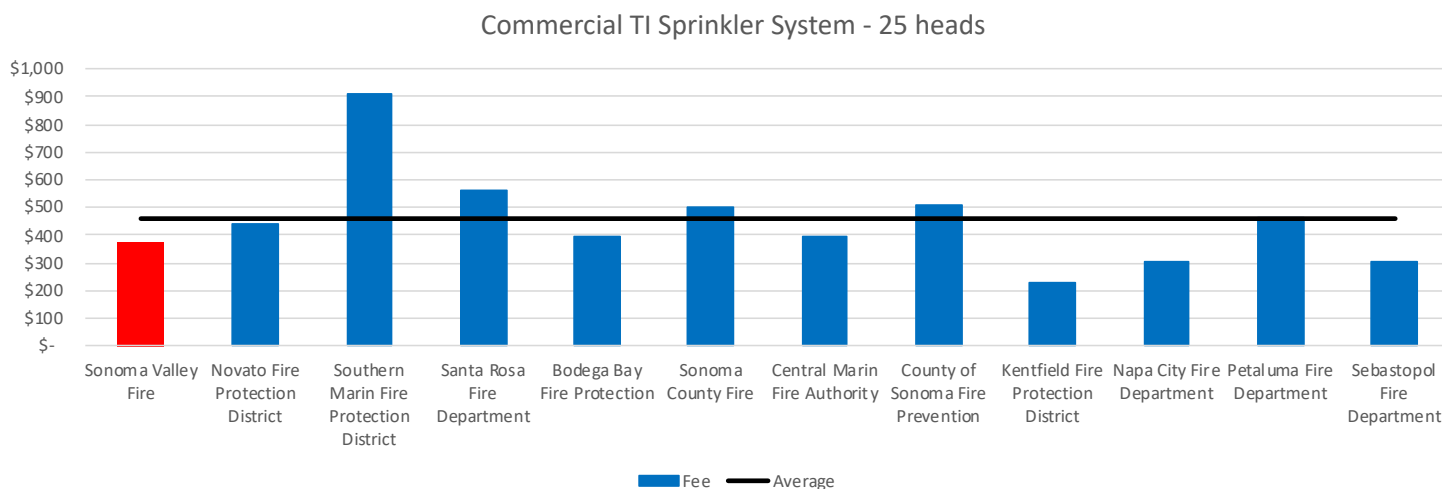
<sup>3</sup> Fees for Novato Fire Protection District, Bodega Bay Fire Protection District, and the County of Sonoma Fire Prevention were calculated using the same number of hours as the basis for Sonoma Valley Fire District’s full cost fee.



As the graph above indicates, Sonoma Valley Fire District’s full cost is higher than most the fees charged by comparable jurisdictions, and in line with fees charged by Novato Fire Protection District and Bodega Bay. County of Sonoma Fire Prevention has the highest fee of \$2,040, while the average fee charged by jurisdictions is \$1,010. Several jurisdictions<sup>4</sup> calculate current fees based upon fully burdened hourly rates, and the time it takes to plan review and inspect these systems.

### 3 Commercial TI Sprinkler System 25 Heads

As part of this study, the project team calculated the full cost for plan review and inspection of a Commercial Tenant Improvement Sprinkler System with 25 heads to be \$375. The following graph shows how the full cost compares to current fees charged by surveyed jurisdictions.

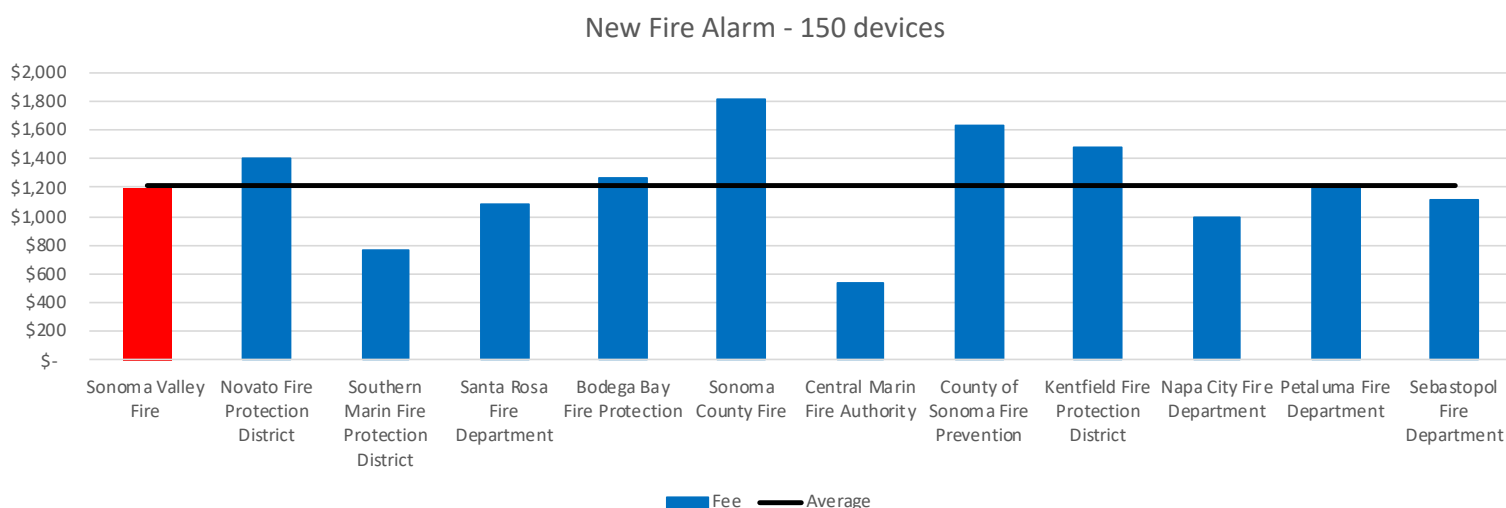


<sup>4</sup> Fees for Bodega Bay Fire Protection District and Sonoma County Fire Prevention were calculated using the same number of hours as the basis for Sonoma Valley Fire District’s full cost fee.

As the graph above indicates, Sonoma Valley Fire District’s full cost is in-line with most of the comparable jurisdictions. The average fee charged by other jurisdictions is \$456. Several jurisdictions<sup>5</sup> calculate current fees based upon fully burdened hourly rates, and the time it takes to plan review and inspect these systems.

#### 4 New Fire Alarm 150 Devices

As part of this study, the project team calculated the full cost of plan review and inspection of a New Fire Alarm with 150 devices to be \$1,200. The following graph shows how the full cost compares to current fees charged by surveyed jurisdictions.



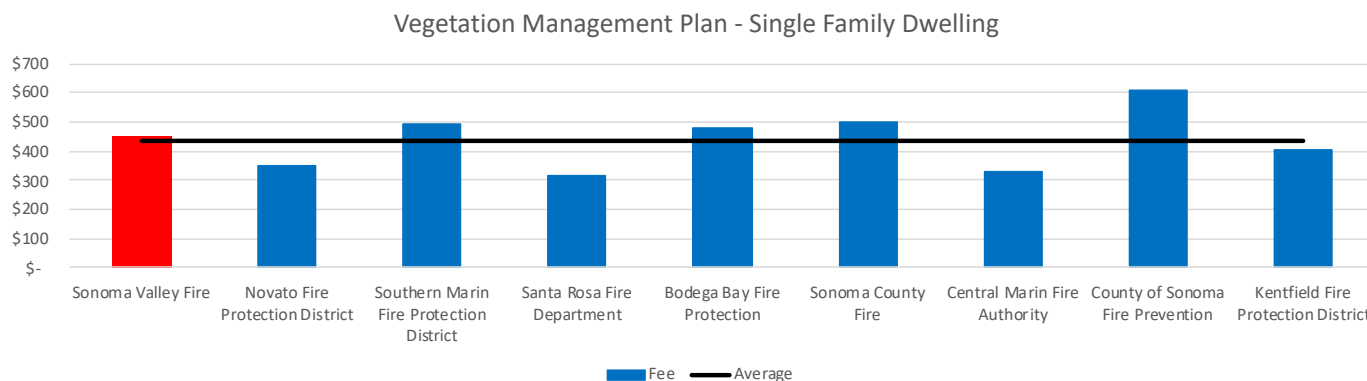
As the graph above indicates, Sonoma Valley Fire District’s full cost is on par with the average fee charged by other jurisdictions (\$1,209). Several jurisdictions<sup>6</sup> calculate current fees based upon fully burdened hourly rates, and the time it takes to plan review and inspect these systems.

#### 5 Vegetation Management Plan Single Family Dwelling

As part of this study, the project team calculated the full cost of a Vegetation Management Plan for a Single Family Dwelling to be \$450. The following graph shows how the full cost compares to current fees charged by surveyed jurisdictions.

<sup>5</sup> Fees for Bodega Bay Fire Protection District and County of Sonoma Fire Prevention were calculated using the same number of hours as the basis for Sonoma Valley Fire District’s full cost fee.

<sup>6</sup> Fees for Novato Fire Protection District, Bodega Bay Fire Protection District, and County of Sonoma Fire Prevention were calculated using the same number of hours as the basis for Sonoma Valley Fire District’s full cost fee.



The full cost calculated for Sonoma Valley Fire District is in line with the average fee charged (\$436).

## 5 Summary

Based upon the comparative survey, the District’s full cost is generally in line with current fees charged by the surveyed jurisdictions. However, as discussed earlier in this chapter, many of the jurisdictions surveyed have not conducted a formal study to assess their fee-related costs in over ten years. Furthermore, the results of this survey only show the fees adopted by councils and boards, not the cost recovery policy decisions for departments or a jurisdiction. As such, the results of this survey should only be used as a secondary decision-making tool.

## 6. Cost Recovery Considerations

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The following sections provide guidance regarding how and where to increase fees, determining annual update factors, and developing cost recovery policies and procedures.

### 1 Fee Adjustments

This study has documented and outlined on a fee-by-fee basis the full cost associated with District services. District management will now need to review the results of the study and adopt fees in accordance with District philosophies and policies. The following dot points outline the major options the District has in adjust its fees.

- **Implement Flat Fees:** The District may choose to convert to flat fees, rather than continuing the practice of staff tracking time, and billing for services on an hourly basis after services have been provided.
- **Full Cost Recovery:** The District may decide to increase the fee to full cost recovery immediately.
- **Phased Increase:** For fees that may have a significant impact upon the community and where the District may want to promote compliance, the District could choose to increase fees gradually over a set period of time.

The District will need to review the results of the fee study and determine how best to set and adjust fees.

Based on the permit or review type, the District may wish to increase the fee to cover the full cost of providing services. The District should consider increasing fees for permits for which services are rarely engaged to full cost recovery. These services often require specific expertise and can involve more complex research and review due to their

infrequent nature. As such, setting these fees at full cost recovery will ensure that when the permit or review is requested, the District is recovering the full cost of its services.

Depending upon the type of fee and the level of impact of that fee upon the community, the District may want to look at developing a cost recovery policy proposing phased increases.

As an example, you may have a full cost of \$1,000. If the proposed policy is 80% cost recovery, the proposed fee would need to be \$800, in order to be in compliance. Assuming this particular service is something the District provides quite often, and affects various members of the community, an instant adoption at \$800 may not be feasible. Therefore, the District could take a phased approach, whereby it increases the fee annually over a set period until cost recovery is achieved.

Raising fees over a set period of time not only allows the District to monitor and control the impact to applicants, but also ensure that applicants have time to adjust to significant increases. Continuing with the example laid out above, the District could increase the fee by \$200 for the next four years, spreading out the increase. Depending on the desired overall increase, and the impact to applicants, the District could choose to vary the number of years by which it chooses to increase fees. However, the project team recommends that the District not phase increases for periods greater than five years, as that is the maximum window for which a comprehensive fee assessment should be completed.

## 2 Annual Adjustments

Conducting a comprehensive analysis of fee-related services and costs annually would be quite cumbersome and costly. The general rule of thumb for comprehensive fee analyses is between three and five years. This allows for jurisdictions to ensure they account for organizational changes such as staffing levels and merit increases, as well as process efficiencies, code or rule changes, or technology improvements.

Developing annual update mechanisms allow jurisdictions to maintain current levels of cost recovery, while accounting for increases in staffing or expenditures related to permit services. The two most common types of update mechanisms are Consumer Price Index (CPI) and Cost of Living Adjustment (COLA) factors. The following points provide further detail on each of these mechanisms.

- **COLA / Personnel Cost Factor:** Jurisdictions often provide their staff with annual salary adjustments to account for increases in local cost of living. These increases



are not tied to merit or seniority, but rather meant to offset rising costs associated with housing, gas, and other livability factors. Sometimes these factors vary depending on the bargaining group of a specific employee. Generally, these factors are around two or three percent annually.

- **CPI Factor:** A common method of increasing fees or cost is to look at regional cost indicators, such as the Consumer Price Index. These factors are calculated by the Bureau of Labor Statistics, put out at various intervals within a year, and are specific to states and regions.

The District should review its current options internally (COLA) as well as externally (CPI) to determine which option better reflects the goals of the District. If choosing a CPI factor, the District should outline which particular CPI should be used, including specific region, and adoption date. If choosing an internal factor, again, the District should be sure to specify which factor if multiple exist.

### 3 Policies and Procedures

Development of cost recovery policies and procedures will serve to ensure that current and future decision makers understand how and why fees were determined and set, as well as provide a road map for ensuring consistency when moving forward.

A cost recovery policy can be broad in nature and apply to all Fire Prevention permits, or it can be specific and have different cost recovery goals for Fire Construction Permits compared to Fire Code Permits and Fire Annual Occupancy Inspections. A more specific cost recovery policy would allow the District to better control the cost recovery associated with the different types of services being provided and the benefit being received by the community.

The Matrix Consulting Group has extensive experience in analyzing local government and Fire operations across the United States and has calculated typical cost recovery levels. Based on the Matrix Consulting Group's experience, the *typical* cost recovery level observed by local adopting authorities for Fire Prevention services is between 80% - 100%.



# Sonoma Valley Fire District

*Serving the communities of*  
Sonoma, Valley of the Moon, Glen Ellen, and Mayacamas

November 2, 2021

**Subject: Summary of State Mandated Annual Inspections California Health & Safety Code Sections 13146.2 and 13146.3**

2018		
Occupancy	Total Required	Total Completed
E – Schools	62	8
R- Residential	340	56

2019		
Occupancy	Total Required	Total Completed
E – Schools	22	11
R- Residential	168	26

2020 (utilized mailers during Covid-19 lockdown)		
Occupancy	Total Required	Total Completed
E – Schools	27	3
R- Residential	298	19

2021 YTD		
Occupancy	Total Required	Total Completed
E – Schools	27	4
R- Residential	301	131

- 2021 residential data was improved secondary to temporary Administrative Captain Assignment.
- Discrepancies in total required are secondary to poor record keeping prior to tracking this data – 2020/2021 data is more accurate. As inspection totals go up data accuracy will also increase.

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT  
REVISING THE SCHEDULE OF FEES FOR THE DISTRICT  
TO COVER THE COSTS OF PROVIDING SERVICES, ISSUING PERMITS,  
AND ENFORCING REGULATIONS WITHIN THE DISTRICT**

---

The Board of Directors of the Sonoma Valley Fire District ordains as follows:

**SECTION I. Schedule of Fees**

The 2021 Fee Schedule, attached hereto and incorporated herein by this reference, is hereby adopted to cover the costs of providing services, issuing permits, and enforcing regulations within the District.

**SECTION II. Collection of Fees**

The fees provided for in this ordinance may be collected by employees of the District.

**SECTION III. Fire Permit Fee Program Application Policy**

Details as determined and decided in the Public Hearing.

**SECTION III. Repeal of conflicting ordinances and resolutions**

All former ordinances and resolutions of the District or parts thereof conflicting or inconsistent with the provisions of this ordinance, including, but not limited to Ordinance 2019/2020-01, are hereby repealed.

**SECTION IV. Severability**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of the ordinance. The Board of Directors hereby declares that it would have passed this ordinance and every section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

**SECTION V. Effective date**

This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the name of the directors voting for and against the same, in the *Sonoma Index-Tribune*, a newspaper of general circulation published within the County of Sonoma, State of California.

In regular session of the Board of Directors of the Sonoma Valley Fire District, introduced on the 9<sup>th</sup> day of November 2021, and finally adopted this 9<sup>th</sup> day of November 2021, on regular roll call of the members of said Board by the following vote:

President Norton	Aye_____	No_____	Absent_____
Vice President Atkinson	Aye_____	No_____	Absent_____
Treasurer Johnson	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Brunton	Aye_____	No_____	Absent_____
Director Emery	Aye_____	No_____	Absent_____
Director Leen	Aye_____	No_____	Absent_____

**WHEREUPON**, the President declared the above and foregoing ordinance duly adopted, and

**SO ORDERED:**

**ATTEST:**

\_\_\_\_\_  
William Norton, President

\_\_\_\_\_  
Maci Jerry, Clerk of the Board



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 November 9, 2021

<b>Agenda Item No.</b>	<b>Staff Contact</b>			
10b	Steve Akre, Fire Chief			
<b>Agenda Item Title</b>				
Approval of Job Description: Fire Prevention Inspector – Administrative Assignment				
<b>Recommended Actions</b>				
Approve the above presented job description				
<b>Executive Summary</b>				
<p>Historically the Fire Prevention Office has been operating in excess of the provided capacity. Currently we have one full time position that provides administration, construction project plan review, construction project field inspections, weed abatement, vegetation management, customer complaints and inquiry, project consultation and coordination within the County and City of Sonoma, State mandated licensing inspections, fire investigations, and agency representation for community outreach and public meetings.</p> <p>California Health &amp; Safety Code Sections 13146.2 and 13146.3 requires annual fire inspections. Information on the challenges meeting this requirement has been reported to the board as required by California Senate Bill 1205. In an effort to meet these requirements and provide for increased public safety, increased firefighter safety and focus on the mission of fire prevention we present this proposed position for approval.</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 1A; 1B; 1C; 2D				
<b>Fiscal Summary – FY 21/22</b>				
<b>Expenditures</b>				
Budgeted Amount	\$ 111,289	<b>Funding Source(s)</b>	District General Fund	\$ 111,289
Add. Appropriations Req'd.	\$ 35,404	Fees/Other		\$ 35,404
	\$	Use of Fund Balance		\$
		Contingencies		\$
		Grants		\$
<b>Total Expenditure</b>	<b>\$146,693</b>	<b>Total Sources</b>		<b>\$ 146,693</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>				
<b>Attachments</b>				
<ol style="list-style-type: none"> <li>1. Fire Prevention Inspector – Administrative Assignment</li> <li>2. Side Letter of Agreement with Local 3593</li> <li>3. Resolution 2021/2022-06</li> </ol>				



## Sonoma Valley Fire District

### Fire Prevention Inspector – Administrative Assignment

#### **SUMMARY**

Under administrative direction of the Fire Marshal, the Fire Prevention Inspector 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.

General supervision is provided by the Fire Marshal. Employees within this class are expected to perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures of the work unit. Positions may provide direction to interns and/or volunteers. Responsibilities may also include providing functional or technical supervision of sworn and non-sworn personnel in areas related to fire prevention, complex fire inspections, public fire education and fire investigation activities.

#### **SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the Fire Marshal.

Direct supervision is exercised in the form of direction to interns and/or volunteers. Functional or technical supervision of sworn and non-sworn personnel in areas related to fire prevention, complex fire inspections, public fire education, and fire investigation activities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following duties and with duties as assigned.

Work a modified 40-hour work week. Assigned days will be Tuesday thru Friday. May cover OT so long as it doesn't compromise normal hours worked. Participation in the Master Mutual Aid System shall be approved by the Fire Marshal.

- Interpret and enforce provisions of fire prevention, hazardous materials and fire safety laws, ordinances and other regulations.
- Check plans for code compliance and consult with applicants, architects and developers when required.
- Research technical problems, analyze various approaches and recommend solutions.

- Prepare and maintain records and reports.
- Perform periodic and follow-up inspections of new and existing buildings, structures and installations requiring Fire Department clearances.
- Issue permits for public assemblies.
- Investigate causes of fire and collect, prepare and present evidence in court when required.
- Investigate complaints pertaining to violation of fire prevention laws.
- Issue corrective orders and citations, and assist in the service of arrest warrants as necessary.
- Coordinate weed abatement and vegetation management programs.
- Conduct fire prevention and inspection training sessions for fire department personnel.
- Perform follow-up inspections of company inspections when necessary.
- Develop and conduct training programs and group presentations relative to fire prevention and fire investigation in conjunction with other fire department personnel.
- Represent the organization before citizens and groups.
- Provide information to the public concerning fire prevention practices and procedures.

Additional Duties:

In addition to the duties listed in the Essential Duties and Responsibilities section, each employee in this classification may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned:

- Participate in fire suppression training and fire suppression activities, as required.
- Prepare Standard Operating Procedures and checklists.
- Assist in the development of staff reports, ordinances and resolutions for District Board action.
- Perform related duties as assigned
- Other duties as assigned by the Fire Chief and Fire Marshal.

**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.

Ability to:

- Apply technical knowledge, follow proper inspection techniques, and detect deviations from plans, regulations, and standard safety practices.
- 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.
- 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 B Firefighting Equipment). 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.

### **Fire Prevention Inspector – Compensation and schedule**

1. The Fire Prevention Inspector will receive a 10% differential based on the employee's current rank and pay step. This differential will be added to the hourly rate of pay.
2. Overtime opportunities for the Fire Prevention Inspector:
  - (a) The Fire Prevention Inspector may sign up for Overtime to cover shift vacancies in their current rank or acting qualification. Shift coverage OT shall not interfere with the Fire Prevention Officer's primary duties, and the employee will still be expected to work the regularly assigned 40-hour work week. Shift coverage OT will be compensated at the employee's current rank and step in the 56-hour salary range.
  - (b) Strike Team and Overhead opportunities will be addressed on a case-by-case basis within the existing policy. Strike team and overhead assignments will be compensated at the employee's current rank and step in the 56-hour salary range.
3. The Fire Prevention Inspector will be assigned an SVFD vehicle in accordance with the take home vehicle policy.

Sonoma Valley Fire District

and

Sonoma Valley Professional Firefighters' Association, IAFF Local 3593

June 28, 2020 to June 30, 2021 Memorandum of Understanding (MOU)

Side Letter of Agreement

Appendix A:

**Fire Prevention Inspector – Compensation and Schedule**

1. The Fire Prevention Inspector will receive a 10% differential based on the employee's current rank and pay step. This differential will be added to the hourly rate of pay.
2. Overtime opportunities for the Fire Prevention Inspector:
  - (a) The Fire Prevention Inspector may sign up for Overtime to cover shift vacancies in their current rank or acting qualification. Shift coverage OT shall not interfere with the Fire Prevention Officer's primary duties, and the employee will still be expected to work the regularly assigned 40-hour work week. Shift coverage OT will be compensated at the employee's current rank and step in the 56-hour salary range.
  - (b) Strike Team and Overhead opportunities will be addressed on a case-by-case basis within the existing policy. Strike team and overhead assignments will be compensated at the employee's current rank and step in the 56-hour salary range.

The Fire Prevention Inspector will be assigned an SVFD vehicle in accordance with the take home vehicle policy.

Sonoma Valley Fire District

Sonoma Professional Firefighters'  
Association IAFF Local 3593

\_\_\_\_\_  
William Norton, President

\_\_\_\_\_  
Dustin Garcia, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, APPROVING THE POSITION OF FIRE PREVENTION INSPECTOR AND SIDE LETTER OF AGREEMENT BETWEEN THE SONOMA VALLEY PROFESSIONAL FIREFIGHTERS’ ASSOCIATION, IAFF LOCAL 3593, AND THE SONOMA VALLEY FIRE DISTRICT**

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**WHEREAS**, the Board of Directors of the Sonoma Valley Fire District, by approval of Resolution 2020/2021-20, dated June 29, 2021, amended the salary and benefit schedule of employees covered by the Memorandum of Understanding effective June 28, 2021 through June 30, 2022; and

**WHEREAS**, representatives of the Sonoma Valley Professional Firefighters' Association, IAFF Local 3593, have met and conferred with the District regarding the creation of one Fire Prevention Inspector position; and

**WHEREAS**, the attached Side Letter of Agreement outlines a revision to Appendix ‘A,’ in the June 28, 2021 through June 30, 2022 Memorandum of Understanding to include the position of Fire Prevention Inspector.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors approves the position of Fire Prevention Inspector, effective November 9, 2021, and the Side Letter of Agreement to revise Appendix 'A' of the Memorandum of Understanding effective June 28, 2021 through June 30, 2022.

**IN REGULAR SESSION**, the foregoing resolution was introduced by Director \_\_\_\_\_, who moved its adoption, seconded by Director \_\_\_\_\_, and passed by the Board of Directors of the Sonoma Valley Fire Protection District this 9th day of November 2021, on regular roll call vote of the members of said Board:

President Norton	Aye_____	No_____	Absent_____
Vice President Atkinson	Aye_____	No_____	Absent_____
Treasurer Johnson	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Brunton	Aye_____	No_____	Absent_____
Director Emery	Aye_____	No_____	Absent_____
Director Leen	Aye_____	No_____	Absent_____
Vote:	Aye_____	No_____	Absent_____

**WHEREUPON**, the President declared the foregoing resolution adopted, and

**SO ORDERED:**

**ATTEST:**

\_\_\_\_\_  
William Norton, President

\_\_\_\_\_  
Maci Jerry, Clerk



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 November 9, 2021

<b>Agenda Item No.</b>	<b>Staff Contact</b>
10c	Steve Akre, Fire Chief

**Agenda Item Title**  
 Fund balance allocation based on VOM and GEFD FY19/20 audits

**Recommended Actions**  
 Approve new allocations

**Executive Summary**  
 Fund balances have been reallocated based on findings from Valley of the Moon and Glen Ellen Fire Protection Districts Annual Financial Audit Reports. The Board is asked to approve the new allocations.

**Alternative Actions**  
 Request information or changes to allocations before approval.

**Strategic Plan Alignment**  
 Not applicable

<b>Fiscal Summary – FY 21/22</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. Recommended fund balance allocations June 30, 2020

# Sonoma Valley Fire District

Recommended Fund Balance Allocations November 9, 2021

Account	Basis of Allocation	GE Audit Allocation as of 6/30/2020	VOM Allocation as of 6/30/2020	Recommended Allocation
Unassigned	2 months of operating expenses (Annual Budget / 6). Updated to reflect FY 20-21 Operating Budget.	\$ 3,553,428	\$ 806,159	\$ 1,509,762
Committed for Emergency / Contingency	10% of Annual Operating Budget. Updated to reflect FY 2020-21 Operating Budget.	\$ 34,580	\$ 483,695	\$ 905,857
Committed for Compensated Absences	Estimated District Share of Compensated Absence liability for employees. Updated based on FY 2020 Annual Financial Audit Report	\$ 40,000	\$ 272,722	\$ 312,722
Committed for Other Post-Employment Benefits Liability	Based on current GASB 45 Report and 2020 Annual Financial Audit Report	\$ -	\$ 766,110	\$ 843,900
Committed for Buildings and Improvements	Based on schedule of maintenance with estimated costs and timeline	\$ 231,826	\$ 745,349	\$ 2,017,570
Committed for Capital Equipment	Based on depreciation schedule	\$ -	\$ 1,317,085	\$ 2,661,143
		\$ 3,859,834	\$ 4,391,120	\$ 8,250,954