

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Fire & Emergency Services Committee
Tuesday, December 5, 2023
5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Eric Aiston (EA) & Director Dawn Wolfson (DW)
Alternate, Director Tim Israel (TI)

Staff: Interim General Manager Jill Ritzman, Chief Dusty Martin

CALL TO ORDER

ROLL CALL

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

Conformed Agenda- November 7, 2023

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

1. Fire Department Fees for Services – Fire Prevention (D. Martin, K. Richards)
2. Five Year Maintenance Plan (K. Richards)

STAFF REPORTS

3. Department Report for November 2023 (K. Richards; hand-carry to meeting)
4. Fire Prevention update for November 2023 (K. Richards)

ITEMS FOR FUTURE COMMITTEE AGENDAS

-

ITEMS TO TAKE TO THE BOARD OF DIRECTORS

-

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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Conformed Agenda

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CALL TO ORDER 5:30

ROLL CALL DW/EA

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ADOPTION OF AGENDA DW/EA

APPROVAL OF CONFORMED AGENDA EA/DW

Conformed Agenda- October 3, 2023

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

1. De-Commission, Surplus Fire Engine 389 (D. Martin, K. Richards)
 - *Committee supported staff recommendation to surplus Engine 389 and asked staff to forward to the Board of Directors for consideration*

STAFF REPORTS

2. Department Report for July 2023 (K. Richards)
3. Fire Prevention update for July 2023 (K. Richards)

ITEMS FOR FUTURE COMMITTEE AGENDAS

- 5 Year Facility Maintenance & Repairs
- Fire Marshal Fees (December)

ITEMS TO TAKE TO THE BOARD OF DIRECTORS

- *Suplus Engine 389*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT 6:18



Agenda Transmittal

DATE: December 5, 2023

FROM: Dusty Martin, Fire Chief

AGENDA ITEM #1: FIRE DEPARTMENT FEES FOR SERVICES – FIRE PREVENTION

RECOMMENDED ACTION: INCREASES TO FIRE PREVENTION FEES

Recommendation

Staff is recommending the Fire Prevention hourly rates increase for 2024 (Attachment A) and fees charged per service increase by an equal percentage (Attachment B).

Background

In late 2018, Fire Prevention staff studied staff salary and supply costs and recommended a significant increase from \$65/hour to \$165/hour for calendar year 2019. Fees have not changed since 2019.

Discussion

Fire staff reviewed and adjusted Fire Prevention fees based on current costs to provide services. 2024 Proposed Fire Prevention fees reflect the cost of performing fire prevention duties, including full and part-time wages, employee benefit costs and supply/service costs.

If contracted Fire Prevention services are used (such as Inter-west or CSG Consulting), the property owner is billed for the contractor costs and an administrative fee.

Conclusion

Due to the significant increase in costs in the Fire Prevention program from 2019-2023, staff is recommending a fee increase for 2024.

Attachments:

- A. Fire Prevention Hourly Rate Study
- B. Fire Prevention Fee Schedule

Cameron Park Fire 2023-2024 Prevention Fee Nexus

SALARIES & BENEFITS

		Fire Marshal Salary and Benefits @ 100%	279,877
		Administrative Support Salary & Benefit	62,540
		Total Salaries and Benefits	\$342,417

SERVICES AND SUPPLIES

		Bank Charge	2,500
		Clothing/Uniforms	200
		Computer Software	1,000
		Educational Materials	400
		Fire & Safety Supplies	500
		Memberships/Subscriptions	750
		Office Supplies/Expense	350
		Postage	300
		Printing	150
		Professional Services	250
		Publications & Legal Notices	180
		Staff Development	800
		Inspection Software	5,000
		Building maintenance, utilities and services	15,000
		Vehicle costs, maintenance and fuel	5,000
		Total Salaries and Benefits	
		Total Salaries and Benefits	\$342,417
		Total Services and Supplies	\$32,380
		<u>TOTAL EXPENSES</u>	\$374,797

Hourly Rate for Fees (Total Annual Cost/200 working days/8hr days)	\$234
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Fire Prevention Fees for Services

PLAN REVIEW				
	Units	Amount	Fee	Total
New Building Submittal (2 Inspections)	3 Hours		\$702.00	\$0.00
New Building Plan Review (Sq Feet)	# of Sq. Feet		\$0.14	\$0.00
New Building Re-Submittal Fee (Sq Feet)	# of Sq. Feet		\$0.07	\$0.00
Tenant Improvement Submittal (2 Inspections)	2 Hours		\$468.00	\$0.00
Tenant Improvement Plan Review (Sq. Feet)	# of Sq. Feet		\$0.14	\$0.00
General Plan Review	# of Hours		\$234.00	\$0.00
Expedited Plan Review	# of Hours		\$468.00	\$0.00
Excess Re-Inspections	# of Hours		\$468.00	\$0.00
Fire Flow Letter/Initial Consultation	# of Hours		\$234.00	\$0.00
Site Plan	# of Hours		\$234.00	\$0.00
Subdivision, Minor Fee, 4 lots or less	# of Hours		\$234.00	\$0.00
Subdivision, Major Fee, >4 lots	# of Hours		\$234.00	\$0.00
Additional per lot	# of Lots		\$14.00	\$0.00
Civil Plan Review (building/development)	# of Hours		\$234.00	\$0.00
Building Demolition	# of Hours		\$234.00	\$0.00
Water Storage Tank/Rual Water System Plan	# of Hours		\$234.00	\$0.00
Development Consultation	# of Hours		\$234.00	\$0.00
Design Waiver Review	# of Hours		\$234.00	\$0.00
Fire Sprinkler System <25 Heads (2 Inspections)	2 Hours		\$468.00	\$0.00
25 - 99 Heads	3 Hours		\$702.00	\$0.00
>100 Heads	4 Hours		\$936.00	\$0.00
Per Head Over 100	# of Heads		\$1.40	\$0.00
Sprinkler Minor TI Modification	1 Hour		\$234.00	\$0.00
Fire Alarm System Base Fee (2 Inspections)	2 Hours		\$468.00	\$0.00
Per Fire Alarm Device	# of Devices		\$2.80	\$0.00
Fixed Fire Protection System (1 Inspection)	2 Hours		\$468.00	\$0.00
Kitchen Hood System (1 Inspection)	2 Hours		\$468.00	\$0.00
Medical Gas System	# of Hours		\$234.00	\$0.00
Hazardous Material Facility/ Storage	# of Hours		\$234.00	\$0.00
Underground LPG Tank Installations/ Inspector	1 Hour		\$234.00	\$0.00
Liquefied Petroleum Gas(per tank)	1 Hour		\$234.00	\$0.00
Rack or High Pile Storage	# of Hours		\$234.00	\$0.00
Underground Installations	# of Hours		\$234.00	\$0.00
Additional Site Inspections	# of Hours		\$234.00	\$0.00
Residential Care Facility Inspections	1 Hour		\$234.00	\$0.00
Plan Review Total				0.00
MISCELLANEOUS FEES/PERMITS				
	Units	Amount	Fee	Total
Occupancy Inspection (All Uses)	# of Hours		\$234.00	\$0.00
Fire Hydrant Flow Test	1 Hour		\$234.00	\$0.00
Additional Hydrants	.5 Hour Per		\$117.00	\$0.00
Fire Watch Services (1 Staffed Apparatus)	# of Hours		\$344.40	\$0.00
Fire Watch Services (1 Staffed Utility)	# of Hours		\$162.50	\$0.00
Appeals Fee	# of Hours		\$234.00	\$0.00
Outside consultant services X 20% Admin	Invoiced Amount			\$0.00
Carnivals and Fairs (Permit)	2 Hours		\$468.00	\$0.00
Tents and Air Supported Structures (Permit)	2 Hours		\$468.00	\$0.00
Fireworks (Permit)	2 Hours		\$468.00	\$0.00
Special Effects (Permit)	2 Hours		\$468.00	\$0.00
Explosives (Permit)	2 Hours		\$468.00	\$0.00
Candles and Open Flames (Permit)	2 Hours		\$468.00	\$0.00
Liquefied Petroleum Gas/Cryogenic Gas Tank (P	# of Hours/Tanks		\$234.00	\$0.00
Incident Report			\$14.00	\$0.00
Inspection Report			\$14.00	\$0.00
Investigation Report (up to 5 pages)			\$14.00	\$0.00
Digital Photographs			\$7.00	\$0.00
Defensible Space Home Inspection-owner req.	# of Hours		\$234.00	\$0.00
Weed Abatement Inspection	# of Hours		\$234.00	\$0.00
Weed/ Hazard Abatement Services X 20% Admin				\$0.00
File Search			\$7.00	\$0.00
Billing Trasaction Fee			\$18.50	\$0.00
Will service and Protection Class Letter			\$117.00	\$0.00
Miscellaneous Total				\$0.00
Invoice Total				\$0.00
Invoice Number	2023-2024			



Agenda Transmittal

DATE: December 5, 2023

FROM: Kalan Richards, Battalion Chief - Fire Marshal

AGENDA ITEM : 5 YEAR MAINTENANCE / REPLACEMENT PLAN – FIRE DEPARTMENT

RECOMMENDED ACTION: DISCUSSION AND FEEDBACK

Staff Report

Introduction:

The Cameron Park Fire Department, committed to ensuring optimal operational efficiency and safety, presents a comprehensive 5-year maintenance plan. This plan is designed to strategically address critical infrastructure, equipment, and facility upgrades across Stations 88 and 89. By outlining targeted improvements and replacements, this plan aims to fortify our firefighting capabilities, enhance work environments, and uphold our commitment to community safety.

Purpose:

The primary objective of this 5-year maintenance plan is to systematically address identified maintenance needs and equipment upgrades within the Cameron Park Fire Department. By adhering to a structured schedule, the purpose is to ensure the sustained functionality of essential systems, improve energy efficiency, and create a safer and more conducive work environment for our dedicated personnel. Through these planned investments, we aim to mitigate potential risks associated with aging infrastructure, uphold the highest standards of operational readiness, and continue delivering reliable emergency services to our community.

Year 1: FY 23/24

Replace Station 89 HVAC System (one unit currently out of service) - \$49,886.63

Replace Out-of-Service Station 88 Fire Protection Alarm System - \$6,000

Replace Out-of-Service Station 88 Fire Radio and Alerting System - \$12,500

Year 2: FY 24/25

Replace Station 89 Refrigerator and Freezer - \$5,500

Seal and Re-Stripe Station 89 Compound Asphalt - \$9,000

Replace Failing Windows at Station 88 (20+ years old) - \$12,000

Upgrade Apparatus Bay Lighting to LED at Station 88 - \$8,000

Year 3: FY 25/26

Seal and Re-Stripe Station 88 Compound Asphalt - \$4,000

Exterior Paint for Station 88 - \$10,000

Repair or Replace Exterior Brick Siding at Station 88 - \$12,000

Interior Paint for Station 89 - \$13,000

Decommission and Replacement of E289 - \$880,000

Year 4: FY 26/27

Replace Station 88 Ice Machine - \$4,000

Replace Station 88 Refrigerator - \$3,000

Interior Paint for Station 88 Apparatus Bay - \$4,000

Year 5: FY 27/28

Replace Apparatus Bay Whole House Fan at Station 88 - \$3,000

Replace Station 89 Mattresses - \$6,000

Decommission and Replacement of E288 - \$900,000

Conclusion:

In conclusion, this 5-year maintenance plan stands as a testament to our dedication to excellence in emergency response and operational readiness. By proactively addressing equipment upgrades, facility improvements, and infrastructure maintenance across both Stations 88 and 89, we solidify our commitment to the safety and well-being of our firefighters and the community we serve. This strategic roadmap ensures that our department remains at the forefront of efficiency, safety, and service delivery, fostering a resilient and dependable firefighting force for the Cameron Park area.



Cameron Park
Community Services District



Agenda Transmittal

Date: December 5th, 2023
From: Kalan Richards, Fire Marshal
Agenda Item #: Fire Prevention Report
Recommended Action: Receive and File

Cameron Park Fire Prevention Inspections

<i>Monthly Totals – Nov 2023</i>		
<i>Inspection Hours</i>	<i>Total Violations</i>	<i>Corrected Violations</i>
32	16	12

Cameron Park Fire Department Prevention Report

- Our new Admin Assistant II, Katie, commenced her role on November 13th. Katie brings a wealth of administrative knowledge from her past career. During the past two weeks, she has been actively involved in training sessions focused on plan intake, billing procedures, inspection scheduling, and documentation management.