



Fire and Emergency Services Committee
Tuesday, November 5, 2019
5:30 p.m.
2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Holly Morrison (HM) and Vice Chair Director Felicity Wood Carlson (FC)
Alternate Director Eric Aiston (EA)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz, Chief Mike Smith, Chief Jed Gaines

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

- 1. Fire Department Fees for Services – Fire Prevention** (J. Ritzman; S. Moranz)
- 2. 2019 Amended California Fire Code** (oral update regarding proposed changes; S. Moranz)

3. Report Backs – Staff and Committee Members

- Code Red Update
- Evacuation plan for those who don't drive
- PG&E Outages

4. Items for December and Future Committee Agendas

5. Items to take to the Board of Directors

- 2019 Amended California Fire Code – Second Reading

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT



**Fire and Emergency Services Committee
Tuesday, October 8, 2019
5:30 p.m.
2502 Country Club Drive, Cameron Park**

Conformed Agenda

Members: Chair Director Holly Morrison (HM) and Vice Chair Director Felicity Wood Carlson (FC)
Alternate Director Eric Aiston (EA)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz, Chief Mike Smith, Chief Jed Gaines

CALL TO ORDER – 5:34pm

ROLL CALL – FC/HM

ADOPTION OF AGENDA - *Approved*

APPROVAL OF CONFORMED AGENDA - *Approved*

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

1. Review & Discuss – Five Year Strategic Plan (S. Moranz)

- *Discussed Strategic Plan Objectives related to Fire & Emergency Services. Take committee feedback and move to the Board.*

2. Changes to State Responsibility Area and Local Responsibility Area (S. Moranz; oral report with hand-outs)

- *Reviewed and discussed changes to State Responsibility Area and Local Responsibility Area.*

3. 2019 Amended California Fire Code (S. Moranz; report distributed at meeting)

- *Reviewed and discussed the proposed 2019 California Fire Code Ordinance; move to board for first reading.*

4. Report Backs – Staff and Committee Members

- Number of households with Code Red
- Evacuation plan for those who don't drive
- Fire Marshal Plan Check Table

5. Items for November and Future Committee Agendas

- *2019 Amended California Fire Code (if any changes are necessary)*
- *Mid-Year Budget Adjustment Items*
- *PG&E Report Back*

6. Items to take to the Board of Directors

- *2019 Amended California Fire Code*
- *Fire Marshal Plan Check Table at Mid-Year Budget Adjustment*

MATTERS TO AND FROM COMMITTEE MEMBERS

- *FC - will speak at a housing event on Sunday, October 13th in Placerville; will be running for the County Board of Supervisors in 2020.*

ADJOURNMENT – 6:48pm



Agenda Transmittal

DATE: November 5, 2019

FROM: Jill Ritzman, General Manager
Sherry Moranz, Division Chief

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

RECOMMENDED ACTION: SUPPORT AND FORWARD TO THE BOARD OF DIRECTORS FOR CONSIDERATION

Recommendation

Staff is recommending the Fire Prevention hourly rates remain the same for 2020 (Attachment 1A) and hours charged per service also remain the same (Attachment 1B).

Discussion

Fire Prevention fees had not increased for many years. 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. If contracted Fire Prevention services are used, the property owner is billed for the Fire Department time plus the contractor costs plus an administrative fee.

Conclusion

Due to the significant increase in fees for 2019, and fees currently recovering costs related to the Fire Prevention program, staff is not recommending a fee increase for 2020.

Attachment:

- 1A – Fire Prevention Hourly Rate Study
- 1B – Fire Prevention Fee Schedule

Cameron Park Fire 2018-2019 Prevention Fee Nexus		
SALARIES & BENEFITS		
Fire Marshal Salary and Benefits @ 100%		245,388
Administrative Support Salary & Benefit		0
Resident Firefighters Salaries (\$40/Day X 100 Days)		4,000
Total Salaries and Benefits		\$249,388
SERVICES AND SUPPLIES		
Vehicle Cost		6,480
Clothing Items/Shirts/Pullovers/Etc		250
Computer Software		500
Educational Materials/School Programs/Stations		2,500
Equipment Minor/Small Tools		500
Fire & Safety Supplies		1,000
Fire Prevention/Inspections		250
Fire Turnouts		0
Membership / Subscriptions		400
Office Supplies		500
Postage		300
Printing		400
Publications & Legal Notices		100
Radios		0
Staff Development		500
Transportation & Travel		300
Total Salaries and Benefits		\$249,388
Total Services and Supplies		\$13,980
TOTAL EXPENSES		\$263,368
Hourly Rate for Fees (Total Annual Cost/200 working days/8hr days)		\$165

Fire Prevention Fees for Services

PLAN REVIEW				
	Units	Amount	Fee	Total
New Building Submittal (2 Inspections)	3 Hours		\$495.00	\$0.00
New Building Plan Review (Sq Feet)	# of Sq. Feet		\$0.10	\$0.00
New Building Re-Submittal Fee (Sq Feet)	# of Sq. Feet		\$0.05	\$0.00
Tenant Improvement Submittal (2 Inspections)	2 Hours		\$330.00	\$0.00
Tenant Improvement Plan Review (Sq. Feet)	# of Sq. Feet		\$0.10	\$0.00
General Plan Review	# of Hours		\$165.00	\$0.00
Expedited Plan Review	# of Hours		\$330.00	\$0.00
Excess Re-Inspections	# of Hours		\$330.00	\$0.00
Fire Flow Letter/Initial Consultation	# of Hours		\$165.00	\$0.00
Site Plan	# of Hours		\$165.00	\$0.00
Subdivision, Minor Fee, 4 lots or less	# of Hours		\$165.00	\$0.00
Subdivision, Major Fee, >4 lots	# of Hours		\$165.00	\$0.00
Additional per lot	# of Lots		\$10.00	\$0.00
Civil Plan Review (building/development)	# of Hours		\$165.00	\$0.00
Building Demolition	# of Hours		\$165.00	\$0.00
Water Storage Tank/Rual Water System Plan	# of Hours		\$165.00	\$0.00
Development Consultation	# of Hours		\$165.00	\$0.00
Design Waiver Review	# of Hours		\$165.00	\$0.00
Fire Sprinkler System <25 Heads (2 Inspections)	2 Hours		\$330.00	\$0.00
25 - 99 Heads	3 Hours		\$495.00	\$0.00
>100 Heads	4 Hours		\$660.00	\$0.00
Per Head Over 100	# of Heads		\$1.00	\$0.00
Sprinkler Minor TI Modification	1 Hour		\$165.00	\$0.00
Fire Alarm System Base Fee (2 Inspections)	2 Hours		\$330.00	\$0.00
Per Fire Alarm Device	# of Devices		\$2.00	\$0.00
Fixed Fire Protection System (1 Inspection)	2 Hours		\$330.00	\$0.00
Kitchen Hood System (1 Inspection)	2 Hours		\$330.00	\$0.00
Medical Gas System	# of Hours		\$165.00	\$0.00
Hazardous Material Facility/ Storage	# of Hours		\$165.00	\$0.00
Underground LPG Tank Installations/ Inspection	1 Hour		\$165.00	\$0.00
Liquefied Petroleum Gas(per tank)	1 Hour		\$165.00	\$0.00
Rack or High Pile Storage	# of Hours		\$165.00	\$0.00
Underground Installations	# of Hours		\$165.00	\$0.00
Additional Site Inspections	# of Hours		\$165.00	\$0.00
Residential Care Facility Inspections	1 Hour		\$165.00	\$0.00
Plan Review Total				0.00
MISCELLANEOUS FEES/PERMITS				
	Units	Amount	Fee	Total
Occupancy Inspection (All Uses)	# of Hours	1	\$165.00	\$165.00
Fire Hydrant Flow Test	1 Hour		\$165.00	\$0.00
Additional Hydrants	.5 Hour Per		\$82.50	\$0.00
Fire Watch Services (1 Staffed Apparatus)	# of Hours		\$246.00	\$0.00
Fire Watch Services (1 Staffed Utility)	# of Hours		\$116.00	\$0.00
Appeals Fee	# of Hours		\$165.00	\$0.00
Outside consultant services X 20% Admin	Invoiced Amount			\$0.00
Carnivals and Fairs (Permit)	2 Hours		\$330.00	\$0.00
Tents and Air Supported Structures (Permit)	2 Hours		\$330.00	\$0.00
Fireworks (Permit)	2 Hours		\$330.00	\$0.00
Special Effects (Permit)	2 Hours		\$330.00	\$0.00
Explosives (Permit)	2 Hours		\$330.00	\$0.00
Candles and Open Flames (Permit)	2 Hours		\$330.00	\$0.00
Liquefied Petroleum Gas/Cryogenic Gas Tank (Permit)	# of Hours/Tanks		\$165.00	\$0.00
Incident Report			\$10.00	\$0.00
Inspection Report			\$10.00	\$0.00
Investigation Report (up to 5 pages)			\$10.00	\$0.00
Digital Photographs			\$5.00	\$0.00
Defensible Space Home Inspection-owner req.	.5 Hour Per		\$82.50	\$0.00
Weed Abatement Inspection	.5 Hour Per		\$82.50	\$0.00
Weed/ Hazard Abatement Services X 20% Admin				\$0.00
File Search			\$5.00	\$0.00
Knox Application Fee			\$5.00	\$0.00
Will service and Protection Class Letter			\$82.50	\$0.00
Miscellaneous Total				\$165.00
Invoice Total				\$165.00
Invoice Number	2019/2020-			

Cameron Park Fire Department

In Cooperation with

CAL FIRE



3200 COUNTRY CLUB DRIVE
CAMERON PARK, CA 95682
Business (530) 677-6190
Prevention (530) 672-7336
FAX (530) 672-2248

Item #3

Fire and Emergency Services Committee November 5, 2019

- Both E388 and E389 rented out to CAL FIRE behind all the fires in California.
- Both Fire Stations have been on generator power for several days during the month due to power outages.

Weed abatement summary

- Completed 35 LE 100 inspections on improved lots in Cameron Park.
- Completed the 15 day follow up for the LE 100 inspections. Documented all of the residents that need extensions.
- Worked on signage for the fuels reduction grant.
- Helped Cameron Park residence with power outage needs.
- Worked on updating our vendor list.