

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



Fire and Emergency Services Committee
Tuesday, February 2, 2021
5:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/85777560056>

Meeting ID: 857 7756 0056

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Chair Director Sidney Bazett (SB), Vice Chair Director Monique Scobey (MS)
Alternate Director Eric Aiston (EA)

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

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

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. Work Plan 2021, Finalize** (J. Ritzman, S. Moranz)
- 2. DTA's Scope of Work and Fee Proposal, User Fee Study for First Responder Fee** (S. Moranz)
- 3. Station 88 Architect Services** (J. Gaines)
- 4. Staff Updates**
 - a. Fire Department Report (J. Gaines)
- 5. Items for March and Future Committee Agendas**
- 6. Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Teleconference/Electronic Meeting Protocols

Cameron Park Community Services District

(Effective April 2, 2020)

WHEREAS, on March 4, 2020, Governor Newsome proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, March 17, 2020, Governor Newsome issued Executive Order N-29-20 suspending parts of the Brown Act that required in-person attendance of Board members and citizens at public meetings; and

WHEREAS, on March 19, 2020, Governor Newsome issued Executive Order N-33-20 directing most individuals to shelter at home or at their place of residence.

NOW, THEREFORE, the Cameron Park Community Services District will implement the following protocols for its Board and committee meetings.

The guidance below provides useful information for accessing Cameron Park Community Services District (“District”) meetings remotely and establishing protocols for productive meetings.

BOARD AND COMMITTEE MEMBERS:

- **Attendance.** Board and Committee Members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor’s updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District’s website. They will also be sent by email to all Board and Committee Members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board and Committee Member Participation.** Meeting Chair(s) will recognize individual Board and Committee Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only.

PUBLIC PARTICIPATION:

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
 - **How to Observe the Meeting:**
 - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/91011220960> if the line is busy.
 - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
 - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
 - **How to Submit Public Comments:**
 - **Before the Meeting:** Please email your comments to admin@cameronpark.org, with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

under the relevant meeting date, and provided to the Directors/Committee Members at the meeting. Comments received after that time will be treated as contemporaneous comments.

- **Contemporaneous Comments:** During the meeting, the Board President/Committee Chair or designee will announce the opportunity to make public comments. If you would like to make a comment during this time, you may do so by clicking the “raise hand” button. You will be addressed and un-muted when it is your turn to speak (not to exceed the 3 minute public comment time limit).

FOR ALL PARTICIPANTS:

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** All audience members will be muted during the meeting until they are addressed by the Board/Committee as their time to speak. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges. Please bear with us as we navigate this process.



Fire and Emergency Services Committee
Tuesday, January 5, 2021
5:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/82166520808>

Meeting ID: 821 6652 0808

(Teleconference/Electronic Meeting Protocols are attached)

Conformed Agenda

Members: Director Monique Scobey (MS), Director Sidney Bazett (SB)
Alternate Director Eric Aiston (EA)

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

CALL TO ORDER – 5:41pm

ROLL CALL – SB, MS

- Nominate Committee Chair
 - MS nominated SB for Committee Chair
 - SB is the new Committee Chair
 - MS new Committee Vice Chair

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 - Approved

APPROVAL OF CONFORMED AGENDA - Approved

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. Work Plan 2021 (J. Ritzman, S. Moranz)

- *Carrying over the current items on the work plan with updated verbiage and information*
- *Applying for Grants*
- *Researching and if appropriate implement a First Responder Fee based on a third party Nexus study*

2. Staff Updates

- a. Fire Department Report, oral report (S. Moranz, J. Gaines)
- b. Grand Jury Fire Protection Services Report – agency responses on posted on website
 - *The Grand Jury has done their Report Out*
 - *Consisting of their report as well as everybody's responses and it's available online*

3. Items for February and Future Committee Agendas

- a) LAFCO Fire Protection Services Report (expected Summer 2021)
 - *Expecting their Draft Report this Spring*

4. Items to take to the Board of Directors

- *2021 Work Plan in February*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

MS: Happy New Year; Thank you Fire

SB: Happy New Year; Thank you to Chief Gaines for the tours

ADJOURNMENT – 6:32pm



Agenda Transmittal

DATE: February 2, 2021

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

AGENDA ITEM #1: **2021 FIRE & EMERGENCY SERVICES COMMITTEE WORK PLAN**

RECOMMENDED ACTION: Finalize and Forward to the Board of Directors

The following draft 2021 Work Plan is based upon discussion amongst staff and Committee members at the Fire & Emergency Services Committee in January.

- Complete education and fuel reduction projects funded by the California Climate Investment grant.
- Continue to look for grants that will fund Fire Department equipment and programs.
- Explore opportunity to implement a First Responder Fee to support Fire Department Advanced Life Support Paramedic services.
- Plan Improvements at Fire Station 88 to accommodate current operations and staffing levels.
- In support of El Dorado County Public Health, take an active role in the County's response to the COVID pandemic with immunizations, community education and implementation measures to protect the health of Fire Department personnel and the residents they serve.



Agenda Transmittal

DATE: February 2, 2021

FROM: Sherry Moranz, Assistant Chief

AGENDA ITEM #2: **DTA'S SCOPE OF WORK AND FEE PROPOSAL, USER FEE STUDY FOR FIRST RESPONDER FEE**

RECOMMENDED ACTION: **Review and Discuss**

Background

A First Responder User Fee, authorized under Section 13916 of the California Health and Safety Code, is cost recovery for providing first responder Advanced Life Support Paramedic (ALS) services. The fee has become an industry standard to fund the enhanced paramedic level of service provided by engine and truck companies. Fire departments across the state, including a few in our surrounding counties, charge this fee, which is assessed to a person's health insurance company.

Property tax essentially funds fire suppression and first responder Basic Life Support (BLS) care only. The community has come to expect the ALS Paramedic level of care, which is now considered an essential public service, but without a funding source.

Discussion

Staff is recommending that the Cameron Park Community Services District enter into an agreement with DTA to prepare a user fee study, evaluating the proposed First Responder Fee, to defray the staffing and operational costs associated with the Department's ALS Paramedic engines. The scope of services includes:

- Comparative analysis with neighboring agencies,
- Data collection and analysis regarding staffing and other response costs,
- Cost calculations for direct and indirect costs,
- Fee evaluation and cost recovery objectives.

A draft Final Report will be presented to the Fire & Emergency Services Committee for review and discussion. Based on the report outcomes, the Committee may consider forwarding to the Board of Directors for consideration.

Staff researched other firms who perform similar services, including SCI and Matrix Consulting. After discussing costs and timelines with SCI (backlogged and not available to begin work for several months, at the soonest) and Matrix Consulting (estimated costs close to \$20,000), staff is recommending entering into an agreement with DTA. This firm is immediately available and the cost of services is based on a time and materials basis, not to exceed \$10,000. Additionally, DTA is working with other agencies in our area for similar type studies and is familiar with the area and demographics, which helps to reduce costs.

The contract with DTA is within the General Manager's authority, but the Board of Directors must approve a budget allocation of \$10,000 to fund the fee study. Staff is recommending that the fee study be funded with revenues generated from the fire apparatus rental fee, expected to be approximately \$300,000 in Fiscal Year 2020-2021, based on rentals which occurred in Fall 2020.

Attachment

2A. DTA - User Fee Study



www.FinanceDTA.com

SCOPE OF WORK AND FEE PROPOSAL

CAMERON PARK FIRE DEPARTMENT

C/O CAL FIRE

USER FEE STUDY – FIRST RESPONDER FEE

January 20, 2021

Public Finance
Public-Private Partnerships
Development Economics
Clean Energy Bonds

*Newport Beach / San Jose / San Francisco / Riverside
Dallas / Houston / Raleigh / Tampa*



99 Almaden Blvd., Suite 875
San Jose, CA 95113

CAMERON PARK FIRE DEPARTMENT



USER FEE STUDY

JANUARY 20, 2021

Prepared for:

Cameron Park Fire Department

c/o CAL FIRE

Attention: Sherry Moranz, Assistant Chief

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I SCOPE OF WORK

DTA is pleased to submit this proposal to the Cameron Park Fire Department (the “Client” or “Department”). DTA will prepare a user fee study (“Study”) evaluating the proposed First Responder Fee to defray the staffing and operational costs associated with the Department’s Advanced Life Support (“ALS”) engines, referred to hereafter as the Department’s “services.” The scope of services herein memorializes an approach that will enable DTA to identify the “full cost of service” associated with Department services to ensure full cost recovery, determine the amounts of current fee adjustments that are justified and desired, and identify potential services for which the proposed fee may be desired. DTA will also survey surrounding communities to determine how the proposed fee level compares with that imposed by other communities. The outcome of this Study will be a defensible First Responder Fee that provides allowable cost recovery for Department services so that the General Fund is not subsidizing services to the development community and public. The fee model will be developed with the Client’s future use and sustainability in mind.

To ensure the sustainability of the Study’s findings and technical tools delivered for the Client’s future use, DTA will work with Department staff to develop a methodology for calculating the First Responder Fee using the least burdensome manner of data collection without compromising the defensibility of the results. If collecting the original data is not feasible, then the likelihood of the First Responder Fee being consistently and accurately updated is decreased.

Throughout the Study, DTA will request that various levels of Department staff provide data on, verify, or propose Department cost recovery policy and review interim findings. In evaluating the full cost of providing services, staff time information proves to be the best measurement for defensibly establishing the First Responder Fee. DTA will coordinate with key staff members who work on key services to generate self-reported time estimates. DTA and Department staff will jointly plan and prepare detailed worksheets to be completed by staff members who provide key services. The Department and Department’s leaders will need to be involved in interim review meetings to discuss full cost findings, review cost recovery goals, and discuss alternative fee structures. DTA will undertake these tasks to prepare the Study:

Task 1 – Comparative Analysis with Neighboring Agencies

We will collect comparable First Responder Fee data from five (5) comparable communities in the vicinity of the Department to establish a baseline of current fee levels in surrounding communities. Where possible, DTA will prepare a table comparing similar First Responder Fees in these five (5) communities.

Task 2 – Data Collection and Analysis

DTA shall coordinate with Department staff to develop a format for the survey to be completed by staff regarding the time they spend on the activity and any other tasks identified. Timekeeping data will be collected through department records, or if records are unavailable, self-reported estimates by department staff in their responses to the survey.

Self-reported estimates will be gathered through a structured data collection form. DTA will assist department staff through the completion of the form to ensure the collection of the necessary level of detail describing staff time.

Task 3 – Full Cost Calculations

Subtask 3A – Calculate Direct Costs

Using the time and salary data gathered under Task 2, a spreadsheet outlining the direct costs of fee-generating services and activities will be created. Direct costs will be those that can be identified specifically with a particular final cost objective. Typical direct costs include the compensation of employees for the time devoted and identified specifically to the objective, cost of materials acquired, consumed, or expended, equipment and other approved capital expenditures, and travel expenses.

Subtask 3B – Calculate Indirect Costs

Indirect cost figures derived from the Department’s existing Cost Allocation Plan (“CAP”) or other Department data will be incorporated to identify an appropriate overhead allocation in our indirect cost calculations. Indirect costs are those incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objectives specifically benefitted.

Subtask 3C – Calculate the Full Cost of Service

The results of the previous subtasks will be combined to create a full cost of the fee-generating service. The full cost of service may be expressed as a flat fee, dollars per direct hour, and/or total dollars. Some or all of the following cost categories will be represented in the full cost of services:

- Overhead (departmental);
- Direct (fee-generating) service provision;
- Indirect (non-fee-generating) support activities;
- Indirect activities allocated between fee-generating and non-fee-generating work, such as paid absences and training; and
- Associated non-labor costs.

Task 4 – Fee Evaluation

Subtask 4A – Identify Current Cost Recovery

DTA will prepare a comparison of the full costs of the First Responder fee-generating service versus the projected revenues for the current budget year and actual revenues in the prior fiscal year.

Subtask 4B – Formulate Cost Recovery Objectives

Since costs not recovered from fees are paid for from other revenues, such as taxes, less than full cost recovery may be justifiable due to the benefit the service provides to the

public at large based on the Department's policy or the practical consideration of whether the market can bear the full cost fee. DTA will work with Department staff to identify alternative cost recovery levels, where appropriate.

Subtask 4C – Calculate the First Responder Fee

Applying the cost recovery objectives defined above to the full cost findings in Task 3, DTA will calculate the recommended First Responder Fee.

Subtask 4D – Finalize Model for Delivery

DTA will prepare the final fee model and Study for delivery to Department staff.

Task 5 – Draft and Final Study Reports

Subtask 5A – Draft Study Executive Summary

DTA will prepare a Draft Study Report that documents the methods used and objectives and clearly explains the fee development approach. This report will be written at an executive level of detail summarizing the results of the Study. Study findings, conclusions, and recommendations will be submitted for Department staff review and input. Revisions will be reflected, as appropriate, to incorporate warranted changes suggested by the Client.

Subtask 5B – Final Study Executive Summary

DTA will prepare a Final Study Report based on revisions suggested by the Client. The detail of the analysis will be included as a technical appendix that will provide the background for the First Responder Fee.

II FEE SCHEDULE

Fees for services shall be charged on an hourly basis according to the rates in the **fee schedule** below, with invoices being submitted to the Client monthly. All work shall be performed on a time and materials basis, not to exceed \$10,000 for the First Responder user fee study. Further work at that point would require additional fees. Fees for services shall be charged according to the professional services fee schedule identified in Table 1.

Table 1: DTA's Fee Schedule

Labor Category	Labor Rate
President/Managing Director	\$290/Hour
Senior Vice President	\$260/Hour
Vice President	\$240/Hour
Senior Manager	\$205/Hour
Manager	\$195/Hour
Senior Associate	\$185/Hour
Associate III	\$175/Hour
Associate II	\$165/Hour
Associate I	\$150/Hour
Research Associate II	\$140/Hour
Research Associate I	\$125/Hour

Out-of-pocket and administrative expenses shall be equal to 3% of DTA's billings for labor, plus travel expenses and any outside vendor payments, not to exceed \$750. All hourly rates for services apply through December 31, 2021, and are subject to a cost-of-living increase. On or about the first two weeks of each month during which consulting services are rendered hereunder, DTA shall present to the Client an invoice covering the current consulting services performed and reimbursable expenses incurred pursuant to this Notice of Authorization. Invoices shall be paid by the Client within 30 days of the date of each invoice. A 1.2% charge may be imposed monthly against accounts that are not paid within 45 days of the date of each invoice. The prevailing party in any legal action brought by one party against the other and arising out of this Consultant Agreement shall be entitled, in addition to any other rights and remedies it may have, to reimbursement for its expenses, including court costs and reasonable attorneys' fees.

A Limitations

Attendance at any meetings, detailed written responses to resolve disputes, or preparation of more than one set of major revisions to the Draft Study Report will be classified as Additional Work and may require additional billing at hourly rates identified in Table 1 if the proposed budget has been exceeded.

Other examples of Additional Work shall include:

- Analyses of more than just one (1) fee, i.e., this current scope of work only includes evaluation of the proposed First Responder fee;
- Additional analyses based on revised assumptions requested by the Client, including possible changes once the preparation of Draft Study Report has been initiated and adjustments to assumptions once the Draft Study Report has been approved;
- Attendance at any meetings or any presentations to the Department's Committee;
- Negotiations with stakeholders once the Final Study Report has been prepared; and
- Actual implementation of a fee program.

The proposed budget assumes the review and implementation of the fee program with a schedule between initiation of services and public outreach that is no longer than six (6) months.



www.FinanceDTA.com

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SAN JOSE, CA 95113
PHONE: (800) 969-4DTA

Public Finance
Public-Private Partnerships
Development Economics
Clean Energy Bonds



Agenda Transmittal

DATE: February 2, 2021

FROM: Jed Gaines, Battalion Chief

AGENDA ITEM #3: **TWO RIVER ARCHITECTURAL SERVICES AGREEMENT FOR FIRE STATION 88 IMPROVEMENTS**

RECOMMENDED ACTION: Review and Discuss; Forward to the Board of Directors

Introduction

Cameron Park Community Services District (District), Fire Station 88 was originally built in 1990, to support volunteer firefighters only. In 1994 the station was staffed full time (24/7) with paid firefighters. No significant improvements have been made since construction. Currently, Station 88 is too small to support today's staffing levels and operational needs.

Discussion

Staff is recommending that the District enter into an agreement with Two River Architects to design and implement improvements that will support today's staffing and operational needs. Proposed improvements are modest, working primarily within the current building footprint. Due to the age of the structure, architects will work early and closely with the County Planning staff regarding permitting to meet current building codes.

The scope of services includes preliminary design, engineering, construction documents, permitting, and construction administration. Fees includes a \$1,000 retainer, \$2,550 for building review and preliminary design and 9.5% of the total construction costs. Actual costs of improvements have not been identified yet. The contract may exceed the General Managers purchasing authority; therefore, Board of Directors approval is recommended.

If at any time during the term of agreement with Twin Rivers, the District determines not to proceed with the improvement project, the contract can be terminated upon written notice for any reason. The District would be required to pay for rendered services, which may or may not be reimbursed by the Fire Development Impact Fees.

Staff is recommending an agreement with Twin Rivers Architects because the firm is listed on the State’s procurement list, their responsiveness to staff’s inquiries, and due to their good work for the City of Folsom. Staff solicited information two other architect firms: Perkins, Williams and Cotterill Architects and DesCor Builders. Perkins, Williams and Cotterill had similar startup costs but structure of the agreement dictated that the District choose from three initial design concepts before a fee schedule would be provided. DesCor Builders did not respond to staff’s request for information.

Fiscal Impact

Fire Development Impact Fees is an appropriate funding source for the project: fire protection services provided by the District expanded over the years without capital improvements to the fire station to support those enhancements. The Board of Directors approved an initial allocation of \$50,000 for improvements to Fire Station 88 in the Fiscal Year 2020-2021 Budget.

Summary – Fire Impact Fees, Fund 06

Fund Balance May 21, 2020	\$1,435,340
Allocation to Training Tower	\$578,000
Estimated Remaining Balance	\$857,340

Conclusion

Staff is very pleased to be addressing Fire Station 88 to bring the facility up to industry standards. Station 88 is in an important location for responding to calls within Cameron Park, and also into the Rescue area.

Attachment

3A. Twin Rivers Agreement



PROPOSAL for SERVICES

9 December, 2020

Project/Client:

CAL FIRE

Cameron Park Fire Department

Amador El Dorado Unit

State of California

Cameron Park Fire Station #88 – Remodel & Addition

2961 Alhambra Drive, Camron Park, CA

Scopes of Services:

Provide drawings for an expansion and remodel of the Cameron Park Fire Station #88 located at 2961 Alhambra Drive, Camron Park, California. The scope of services will include; Preliminary studies of the existing facility and expansion of the building. The expansion and remodel will include expanded living quarters, Bathrooms, and Office space. This Contract includes plan review through El Dorado County and bid ready documents.
Consultants Included: Electrical, Mechanical, Plumbing, and Structural.

Description of Services:

Phase 1: Building Review / ACAD Setup

- A. Review existing drawings.**
- B. Check building codes and zoning requirements.**

Phase 2: Preliminary Design - Space Planning/Concept Design

- A. Programming meetings with the owner to review ideas and needs for this project.**
- B. Provide Design Floor Plan Options That Include;**
 - 1. Bathroom New & Existing
 - 2. Enlarged Dining area
 - 3. Office Space and entry options
 - 4. Combined living quarters for a minimum of 3 personnel
 - 5. Enclosing the existing covered entry

Phase 3: Design Development with Value Engineering

- A. Develop the chosen Floor Plan**
- B. Develop the Elevations**
- C. Develop the Electrical Lighting and Lower Voltage Systems**
- D. Develop the Mechanical Options for Space Layout**
- E. Choose Plumbing Fixtures**
- F. ADA layout for the Bathroom(s)**
- G. Choose Interior Materials and Colors**
- H. Layout the necessary Equipment & Cabinetry**
- I. Layout the Data, Telephone, Power locations**
- J. Develop the Roof Plan**
- K. Develop the Ceiling Plan**

13405 Folsom Blvd. Bldg. 300
Folsom, CA 95630
Ph 358-7555 fax 358-7556
Larry@tworiversaia.com

Phase 4: Construction Documents

- A. **Incorporate Input**; including key client changes from the *Design Development*.
- B. **Coordinate Interior Details**; visual display for cabinets.
- C. **Final Floor Plan Drawings**
- D. **Detailed**; layouts for Kitchen equipment.
- E. **Final Elevations**; with final details and dimensions.
- F. **Final Ceiling Plan Drawings**; lighting and duct layout
- G. **Final Structural Drawings including**; foundation, roof & shear walls
- H. **Final Electrical Drawings**
- I. **Final Mechanical Drawings**
- J. **Final Plumbing Drawings**
- K. **Furniture, Colors, Coordination**

Phase 5: Building Permit

- A. **Submit drawings and structural calculations to the El Dorado Building Department for Permit**
- B. **Address Back-Check Comments –fees to be paid by owner.**

Phase 6: Construction Administration

- C. **Put the project out to bid**
- D. **Address Comments**
- E. **Open Bids and choose the low bidder**
- F. **Provide assistance with a contract for owner/ contractor**
- G. **Set up communication with the owner/Contractor/ El Dorado County**
- H. **Observe the Construction**
- I. **Address RFI's and Change Orders**
- J. **Project completion, punch list, close-out and warranties**

Fee Schedule: Invoices will be sent out at the completion of each phase and/or monthly based on Phase Progression. Invoices are due immediately upon submittal to the owner. The deposit is held until the end of contract and is reimbursed to the Owner once the project is complete. Two Rivers Architects reserves the right to place any project on hold for nonpayment by the Owner. Refer to the attached billing schedule for billing rates and reimbursable costs. All fees are to be paid by Owner.

Phase 1:	Building Review / ACAD Setup	\$750.00
Phase 2:	Preliminary Design - Space Planning/Concept Design	\$1,800.00
Phase 3:	Design Development with Value Engineering and Contractor Input	
Phase 4:	Construction Documents (Billed Fully Before Submittal)	
Phase 5:	Building Permit and Bidding	
Phase 6:	Construction Administration	

Phase 3 - 6

9.50% Total Cost of Construction

Retainer for Services: \$1,000.00

Reimbursable: All printing will be billed to owner at 10% above cost. Any mileage accrued will be billed at Government rates.

Not In Contract: Title 24 Reports, Fire Sprinkler Design, Permit and plan check fees, Interior Design/furniture ordering, Landscape Plan, and specialty cabinets, Alarms, and telecommunication.

Limitations of Liability:

All reports, drawings, plans, estimates, calculations, and other documents prepared by the Architect and his Consultants are instruments of service and shall remain the property of the Architect and his Consultants. PDF drawings will be provided after the construction is complete. Client agrees that the instruments of service furnished to the Client or their agents may not be used, altered, changed, or modified without the written authorization of the Architect. Client agrees in the event of unauthorized use to indemnify, defend, and hold harmless the Architect and his Consultants from any liability, costs, and expenses whatsoever which may result. The Liability of the Architect and his Consultants is limited to the agreed design fee for the work set forth in this contract. The Architect and his Consultants will not be responsible for Contractor's means, methods, techniques, sequences of construction, or the safety precautions and programs incident thereto. The Architect and his Consultants shall not be responsible for Contractor's failure to perform the work in accordance with the contract documents. Contractor and/or Client shall be responsible for informing the Architect and his Consultants of any proposed construction deviations from the contract documents. The owner will then be given a proposal for the cost of any additional work for the Architect and his Consultants caused by the proposed construction deviations as a proposed fixed fee or hourly work (rate sheet attached). The Architect and his Consultants shall not be responsible for the integrity of the existing building or any pre-existing conditions. The Architect and his Consultants shall not be responsible to verify as built drawings provided by the owner or state and local agencies.

Other Conditions:

The Client acknowledges that the requirements of the ADA will be subject to various and possibly contradictory interpretations. Because this is an existing building with pre-existing conditions the Architect will use his reasonable professional efforts and judgment to interpret applicable ADA requirements as they apply to the project. The Architect, however, cannot and does not warrant or guarantee the Client's project will comply with all interpretations of the ADA requirements as they apply to the project, only to the project requirements set forth by the El Dorado County.

Any additional work changes after approval and beyond this scope of services that are requested shall be agreed to in writing prior to work being performed and will be billed on an hourly basis per the attached billing schedule. Invoice for payment shall be prepared monthly based upon percentage of completion of each phase of the work or percent completed of contract total.

The fee schedule shall be as follows. Invoices will be sent out at the completion of each phase and/or monthly based on Phase Progression. Invoices are due 30 days upon submittal to the owner. If the Owner fails to make payments to the Architect in accordance with this agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this agreement. If the Architect elects to suspend services, the architect shall have no liability to the owner for delay or damage caused the owner because of such suspension of services. Nonpayment shall be treated as cancellation/termination of the contract by the Owner and will be subject to all conditions in this contract for termination/cancelation. The deposit is held until the end of contract and is reimbursed to the Owner once the project is complete.

Any transactions completed by credit card will have 3% convenience fee added to it to cover the cost of credit card processing. No timelines given to the Client/Owner, expressed or otherwise stated are guaranteed. Best efforts are always made to make deadlines, however, the Architect shall not be held liable for costs associated with delays in the architectural, engineering, permitting, or construction process.

This agreement shall be terminated upon written notice by either party for any reason. In the event of a cancellation by either party the client will be responsible for the percent of completed work of any completed work. The owner will also be responsible for any extra services and reimbursable costs done before the cancellation of the project. In the event the parties to this agreement are unable to reach a settlement of any dispute arising out of the services under this agreement, then such disputes shall be settled through either mediation or binding arbitration as agreed to by both parties. If Two Rivers Architects Inc. should institute legal proceeding to collect any and all sums due it from client, then Two Rivers Architects Inc. shall be entitled to receive all attorney's fees and court costs incurred in said legal proceeding. 1.5% per month will be added to the balance of the invoice for all accounts past 30 days.

Proposal offered by:

Signature Date
Larry R. Washington, Architect/CEO
Two Rivers Architects, Inc.
13405 Folsom Blvd. Bldg. 300
Folsom, CA. 95630

Proposal accepted by:

Authorized Signature Date
Jed Gaines
Battalion Chief
CAL FIRE

13405 Folsom Blvd. Bldg. 300
Folsom, CA 95630
Ph 358-7555 fax 358-7556
Larry@tworiversaia.com

HOURLY BILLING RATES- for extra services

Effective through December 31, 2019

HOURLY BILLING RATES FOR:

Principal	\$165.00
Senior Project Architect	\$145.00
Project Architect, Designer or Planner	\$135.00
Job Captain or Construction Administrator	\$125.00
Interior Designer	\$120.00
Senior Drafter/ CAD operator	\$95.00
Junior Drafter/ CAD Operator	\$70.00
Administrative Personnel	\$55.00



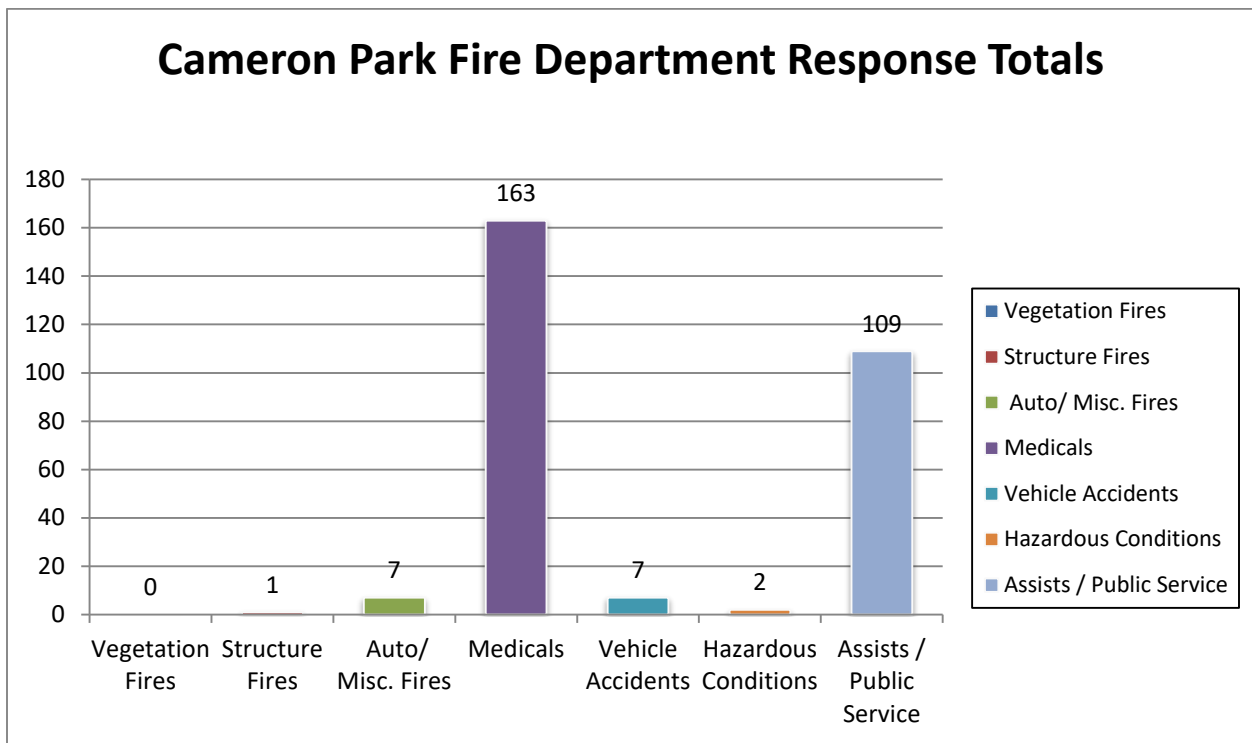
Cameron Park
Community Services District



Agenda Transmittal

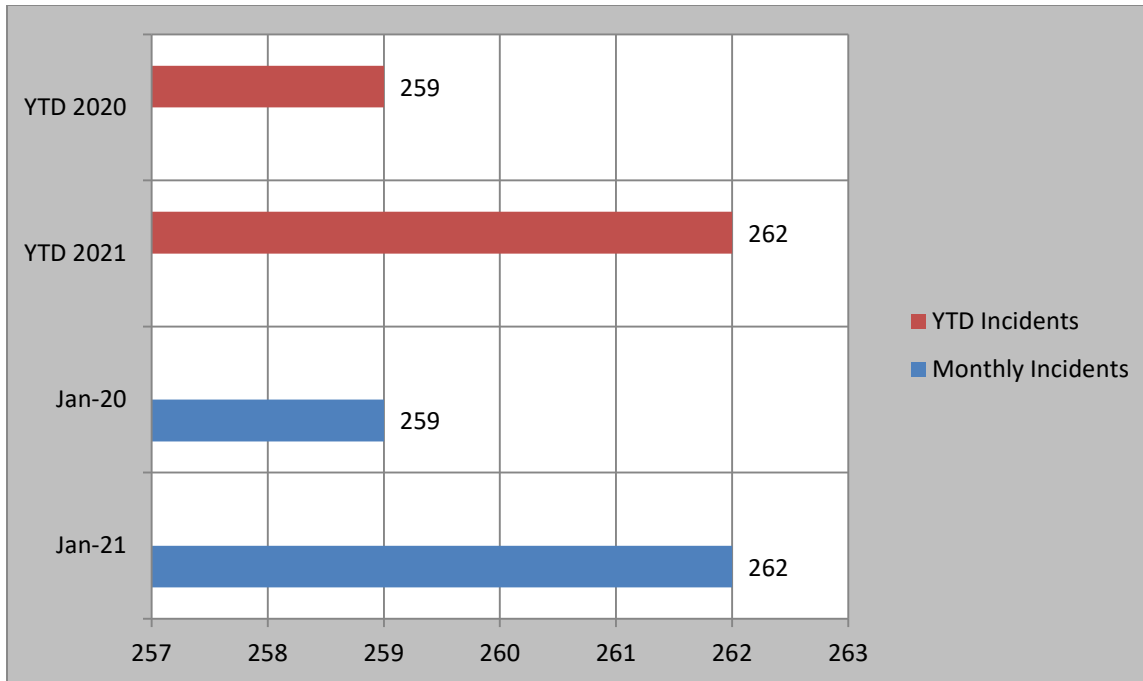
DATE: February 2, 2021
FROM: Jed Gaines, Battalion Chief
AGENDA ITEM #4A: FIRE DEPARTMENT REPORT
RECOMMENDED ACTION: RECEIVE AND FILE

Incidents form December 29, 2020 – January 26, 2021



Incidents have increased by 15% for the month of January compared to January of 2020.

Total incidents have increased by 15% for the calendar year of 2021 compared to 2020.



FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

110 COVID-19 vaccine’s issued at Station 89 to CAL FIRE employees and 10 CSD employees.
 Cameron Park Interns have started working shifts as of January 25, 2021.
 Staff has been working on 2021/2022 fiscal year budget.

FIRE PREVENTION WEED ABATEMENT SUMMARY

Fire Prevention Report Jan 2021

State Mandated Inspections - 6

Business Inspections- 6

New Construction / Tenet Improvement Submittals- 3

New Construction / Tenet Improvement Inspections - 2