



Valley of the Moon Fire Protection District



Board of Directors Meeting

February 10, 2015



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Board of Directors Meeting

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**MEETING AGENDA
VALLEY OF THE MOON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Tuesday, February 10, 2015 at 6:00 P.M.
Location: Sonoma Valley Fire & Rescue Authority Station #1
630 2nd Street West, Sonoma, California 95476

(This agenda is posted in accordance with the Ralph M. Brown Act,
California Government Code Section 54950, et seq.)

1. CALL TO ORDER

2. ROLL CALL & DETERMINATION OF A QUORUM

Board of Directors: President Brunton, Director Norton, Director Greben, Director Brady and Director Leen

3. PLEDGE OF ALLEGIANCE

4. CONFIRMATION OF AGENDA

Opportunity for the Board to reorder agenda items

5. PUBLIC HEARING

The Board will hold a public hearing to repeal Ordinance 2013/2014-01 and establish a revised schedule of fees to offset the cost of service provided.

(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

None scheduled

7. CONSENT CALENDAR

Approval of minutes for regular meeting of January 13, 2014. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for January 2015

9. OLD BUSINESS

10. NEW BUSINESS

Ordinance 2014/2015-02 revising the schedule of fees for the District to cover the costs of providing services, issuing permits, and enforcing regulations within the District. **Action Item**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

12. COMMENTS FROM THE FLOOR

13. COMMENTS FROM THE BOARD

L.A.F.C.O. report from President Brunton

14. CLOSED SESSION

None scheduled

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on March 10, 2015 at 6:00 P.M. in the Training Room of Sonoma Valley Fire & Rescue Authority Station 1, located at 630 2nd Street West, Sonoma.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Monday before each regularly scheduled meeting during regular business hours, 8:00 a.m. to 5:00 p.m. Monday through Friday, at Sonoma Valley Fire & Rescue Authority's Station 1, located at 630 2nd Street West, Sonoma, California.

Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board of Directors regarding any item on this agenda after the agenda has been distributed will be made available for inspection at the location listed above during regular business hours. If you challenge the action of the Board in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on the agenda, or in written correspondence delivered to the Valley of the Moon Fire Protection District Board of Directors, at or prior to the public hearing.

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the secretary for the Board at (707) 996-2102. Notification 48 hours before the meeting will enable the Valley of the Moon Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting.



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

February 10, 2015



Agenda Item No.	Staff Contact		
7	Georgette Darcy, Admin. Analyst/Secretary to Board		
Agenda Item Title			
Approval of minutes for regular meeting of January 13, 2015			
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			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 14/15			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	Fees/Other	\$
Add Appropriations Req'd.	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Not required			
Attachments			
Minutes for January 13, 2015 regular meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

REGULAR BOARD OF DIRECTORS MEETING MINUTES

January 13, 2015

1. CALL TO ORDER

President Brunton called the meeting to order at 6:02 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

Board of Directors: President Brunton, Director Norton, Director Brady, Director Greben, and Director Leen.

3. PLEDGE OF ALLEGIANCE

Director Norton led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

There were no changes to the agenda.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

None

7. CONSENT CALENDAR

a) Approval of minutes for regular meeting of December 9, 2014

M/S/P Norton/Leen to approve minutes for December 9, 2014. Passed 4 ayes

b) Approval of minutes for special meeting of December 15, 2014

M/S/P Brady/Leen to approve minutes of December 15, 2014. Passed 5 ayes

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Freeman gave his activity report for December 2014.

9. OLD BUSINESS

Board designates discussion and appointments

Director Leen was appointed by President Brunton to be the Equipment Designate.

10. NEW BUSINESS

Award generator installation contract for Station 2

M/S/P Brady/Norton to award generator installation contract to Lunardi Electric, the low-bid offer. Passed 5 ayes

11. OTHER BUSINESS TO COME BEFORE THE BOARD

There will be an SCFDA meeting on January 22nd at Schell-Vista Fire Station 1.

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS FROM THE BOARD

President Brunton gave his LAFCO report.

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 6:28 p.m. to a regular meeting on February 10, 2015 at 6:00 p.m. in the Training Room at Station 1, located at 630 2nd Street West, Sonoma.

Respectfully submitted,

Georgette Darcy

President Brunton

Director Norton

Director Greben

Director Brady

Director Leen



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

February 10, 2015



Agenda Item No.	Staff Contact
10	Mark Freeman, Fire Chief

Agenda Item Title
 Ordinance 2014/2015-02 revising the schedule of fees for the District to cover the costs of providing services, issuing permits, and enforcing regulations within the District

Recommended Actions
 Approve Ordinance 2014/2015-02

Executive Summary
 The Sonoma Valley Fire & Rescue Authority is proposing to revise its fees for 2015. The fee schedule for 2014 listed fees for Fire Prevention services. The 2015 schedule will also include fees for Administration, Emergency Medical, Emergency Response, and Vehicle Maintenance services. If approved, the new schedule will become effective on March 12, 2015.

Alternative Actions
 Propose revisions to 2015 schedule prior to approval

Strategic Plan Alignment
 Not applicable

Fiscal Summary – FY 14/15			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	Fees/Other	\$
Add Appropriations Req'd.	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)

- Attachments**
- 1) Ordinance 2014/2015-02
 - 2) Sonoma Valley Fire & Rescue Authority 2015 Fee Schedule

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON FIRE PROTECTION 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 Valley of the Moon Fire Protection District ordains as follows:

SECTION I. Schedule of Fees

The 2015 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. 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 2013/2014-01, 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 Valley of the Moon Fire Protection District, introduced on the 10th day of February, 2015, and finally adopted this 10th day of February, 2015, on regular roll call of the members of said Board by the following vote:

President Brunton	Aye_____	No_____	Absent_____
Director Norton	Aye_____	No_____	Absent_____
Director Greben	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Leen	Aye_____	No_____	Absent_____

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

SO ORDERED:

ATTEST:

Ray Brunton, President

Brian Brady, Clerk

Sonoma Valley Fire Rescue Authority

2015 Fee Schedule

Effective 3/12/2015

	Amount	Per
Administration Services		
Document Copy Charges (ADM-01)	\$14.00	first page
	\$0.15	Addnl pages
Refund Processing Fee (ADM-02)	\$42	each
File Searches (ADM-03)	\$14	1/4 hour
Emergency Medical Services (Ambulance Billing)		
Advanced Life Support (ALS) Ambulance Base Rate- ALS1 (EMS-01)		
Resident Rate	\$1,155	each
Non-Resident Rate	\$1,328	each
Advanced Life Support (ALS) Ambulance Base Rate- ALS2 (EMS-02)		
Resident Rate	\$1,674	each
Non-Resident Rate	\$1,925	each
Basic Life Support (BLS) Ambulance Base Rate- BLS (EMS-03)		
Resident Rate	\$768	each
Non-Resident Rate	\$883	each
Mileage (EMS-04)	\$25	mile
Oxygen (EMS-05)	\$123	each
EKG (EMS-06)	\$97	each
Standby- Advanced Life Support (ALS) Ambulance, 3-hour minimum (EMS-07)	\$32.25	1/4 hour
Standby- Basic Life Support (BLS) Ambulance, 3-hour minimum (EMS-08)	\$26.25	1/4 hour
Advanced Life Support (ALS) Treat & Release (EMS-09)	\$390	each
Ambulance Membership Program (AMP) (EMS-10)	\$49	year
Emergency Response Services		
Response to Incident Involving an Impaired Driver (ERS-01)	\$463	hour
False Fire Alarm Response (ERS-02)	\$463	each
Vehicle Maintenance Services		
Shop Rate (VMS-01)	\$71	hour
Fire Prevention Services		
Plan Review (FPS-01)	\$120	hour
Miscellaneous Fire Prevention Activities (FPS-02)	\$120	hour
Additional Fire Safety Reinspections (FPS-03)	\$182	hour
Automatic Fire Suppression System (including water sprinkler systems) installation reinspections (FPS-04)	\$120	hour
Fire Engine Standby (Emergency or Non-Emergency) (FPS-13)	\$182	hour
Standby Fire Safety Officer -* Rank Dependent (FPS-05)	*	hour
Field Inspections (FPS-06)	\$120	hour
State Regulated Building - Inspection Fees (FPS-07)	\$120	hour
State Regulated Building - Inspection Fee-Large Family Day Care (FPS-08)	\$120	hour
State Regulated Buildings - Fire Clearance Preinspection (FPS-09)	\$120	hour
State Regulated Buildings - Final Inspection Fee (FPS-10)	\$120	hour
Required Operational Permits (FPS-11)	\$120	each

*Operational permits allow the applicant to conduct an operation or a business for which a permit is required. Permits are issued for a prescribed period or until renewed or revoked.

Aerosol products
Amusement buildings

- Aviation Facilities
- Carnivals and Fairs
- Cellulose nitrate film
- Combustible dust-producing operations
- Combustible fibers
- Compressed gases
- Covered mall buildings
- Cryogenic fluids
- Cutting and welding
- Dry cleaning plants
- Exhibets and trade shows
- Explosives
- Fire hydrants and valves
- Flammable and combustible liquids
- Floor finishing
- Fruit and crop ripening
- Fumigation and thermal insecticidal fogging
- Hazadous materials
- HPM facilities
- High-piled storage
- Hot work operations
- Industrial Ovens
- Lumber yards and woodworking plants
- Liquid or gas-fueled vehicles or equipment in assembly buildings
- LP gas
- Magnesium
- Miscellaneous combustible storage
- Open burning
- Open flames and torches
- Open flames and candles
- Organic coatings
- Places of assembly
- Private fire hydrants
- Pyrotechnic special effects material
- Refrigeration equipment
- Repair garages and motor fuel-dispensing facilities
- Rooftop Heliports
- Spraying or dipping
- Storage of scrap tires and tire byproducts
- Temporary membrane structures and tents
- Tire rebuilding plants
- Waste handling

Additional permits

- Production facilities
- Pyrotechnics and special effects
- Live audiences
- Apartment, hotel,motel
- Bonfires or rubbish fires
- Change of occupancy
- Day care
- Emergency responder radio coverage system
- Fire protection systems
- High-rise buildings
- Institutional or residential occupancy (6 or less persons)
- Institutional or residential occupancy (more than 6 persons)

Medical gas systems
 Oil or natural gas well
 Organized camps
 Public christmas tree lot or Pumpkin Patch
 Special Event Permit
 Winery caves - Public Accessible

Required Construction Permits (FPS-12) \$120 each

* A construction permit allows the applicant to install or modify systems and equipment for which a permit is required.

Automatic fire-extinguishing systems
 Battery systems
 Compressed gases
 Cryogenic fluids
 Fire alarm and detection systems and related equipment
 Fire pumps and related equipment
 Flammable and combustible liquids
 Hazadous materials
 Industrial Ovens
 LP-gas
 Private fire hydrants
 Spraying or dipping
 Standpipe systems
 Temporary membrane structures and tents

Additional construction permits

Emergency vehicle access facilities
 Emergency responder radio systems
 Excavation near flammable or combustible liquid pipeline
 Fire-line underground utility piping
 Gates
 Hazardous materials site disclosure(above ground facility & underground tank)
 LP-gas
 Medical gas systems
 Oil or natural gas well
 Roof mounted solar photovoltaic power systems

Permits required by this code shall be obtained from the fire code official. Permit fees shall be paid prior to issuance of the permit. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the fire code official. [10 California Fire Code105.1.1]

FEE COST WORKSHEET

NUMBER : ADM-01

SERVICE: Document Copy Charges

DESCRIPTION OF SERVICE: Cost recovery of producing photocopies.
This fee is charged in 15 minute increments.

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Fee based upon personnel, equipment, and infrastructure for clerical work associated with producing photocopies.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Billing Coder	0.25	26.70	\$6.68
				Total Salary \$6.68
		Salary	%	
Benefits:		\$6.68	55.00%	\$3.67
Operating Expenses:		\$6.68	20.00%	\$1.34
Overhead:		\$6.68	29.00%	\$1.94
Fixed Assets:	Equipment	\$6.68	6.00%	\$0.40
	Buildings	\$6.68	3.00%	\$0.20
				Total <u><u>\$14.22</u></u>

Previous Fee: \$6.00 first page
 \$0.15 addnl pages

Recommended Fee: \$14.00 first page
 \$0.15 addnl pages

FEE COST WORKSHEET

NUMBER : ADM-02

SERVICE: Refund Processing Fee

DESCRIPTION OF SERVICE: Time and expenses involved in calculating, routing, paying, mailing, handling, and processing a refund. The fee is due and payable at the time the refund has been calculated and prior to issuance of the refund. This fee is applicable only to certain fire prevention services.

REFUND POLICY: No refund of this fee is allowed.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Billing Coder	0.75	26.70	\$20.03
				Total Salary <u>\$20.03</u>
Benefits:			Salary	%
			\$20.03	55.00%
Operating Expenses:			\$20.03	20.00%
Overhead:			\$20.03	29.00%
Fixed Assets:	Equipment		\$20.03	6.00%
	Buildings		\$20.03	3.00%
				Total <u><u>\$42.65</u></u>
				Previous Fee: \$61.00
				Recommended Fee: \$42.00

FEE COST WORKSHEET

NUMBER : ADM-03

SERVICE: File Searches

DESCRIPTION OF SERVICE: Cost recovery of retrieving filed information.
This fee is charged in 15 minute increments.

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Fee based upon costs of personnel, equipment, infrastructure and fixed assets for clerical work associated with searching department files for requested information.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Billing Coder	0.25	26.70	\$6.68
				Total Salary \$6.68
		Salary	%	
Benefits:		\$6.68	55.00%	\$3.67
Operating Expenses:		\$6.68	20.00%	\$1.34
Overhead:		\$6.68	29.00%	\$1.94
Fixed Assets:	Equipment	\$6.68	6.00%	\$0.40
	Buildings	\$6.68	3.00%	\$0.20
				Total <u><u>\$14.22</u></u>
				Previous Fee: \$85.00
				Recommended Fee (per quarter hour): \$14.00

Fire District - Emergency Medical Services

FEE COST WORKSHEET

NUMBER : EMS-01

SERVICE: Advanced Life Support (ALS) Ambulance Base Rate-**ALS1**

DESCRIPTION OF SERVICE: Cost recovery for delivery of Paramedic-level medical treatment meeting ALS1 criteria

PROCESS OF COSTING SERVICE: Fee based upon allowable reimbursement rates mandated by the Federal Medicare system and regional "profile" of ambulance rates.

CALCULATION OF FEE

Previous Fee: N/A

Recommended Fee (Resident): \$1,155.00
Recommended Fee (Non-Resident): \$1,328.00

FEE COST WORKSHEET

NUMBER : EMS-02

SERVICE: Advanced Life Support (ALS) Ambulance Base Rate-ALS2

DESCRIPTION OF SERVICE: Cost recovery for delivery of Paramedic-level medical treatment meeting ALS2 criteria

PROCESS OF COSTING SERVICE: Fee based upon allowable reimbursement rates mandated by the Federal Medicare system and regional "profile" of ambulance rates.

CALCULATION OF FEE

Previous Fee: N/A

Recommended Fee (Resident): \$1,674.00
Recommended Fee (Non-Resident): \$1,925.00

Fire District - Emergency Medical Services

FEE COST WORKSHEET

NUMBER : EMS-03

SERVICE: Basic Life Support (BLS) Ambulance Base Rate-BLS

DESCRIPTION OF SERVICE: Cost recovery for delivery of Emergency Medical Technician (EMT)-level medical care

PROCESS OF COSTING SERVICE: Fee based upon allowable reimbursement rates mandated by the Federal Medicare system and regional "profile" of ambulance rates.

CALCULATION OF FEE

Previous Fee: N/A

Recommended Fee (Resident): \$768.00
Recommended Fee (Non-Resident): \$883.00

Fire District - Emergency Medical Services

FEE COST WORKSHEET

NUMBER : EMS-04

SERVICE: Mileage

DESCRIPTION OF SERVICE: Reimbursement for cost of operation of ambulance while transporting a patient

PROCESS OF COSTING SERVICE: Fee based upon allowable reimbursement rates mandated by the Federal Medicare system and regional "profile" of ambulance rates

CALCULATION OF FEE

Previous Fee: N/A

Recommended Fee: \$25.00

Fire District - Emergency Medical Services

FEE COST WORKSHEET

NUMBER : EMS-05

SERVICE: Oxygen

DESCRIPTION OF SERVICE: Cost recovery of materials and product associated with the administration of oxygen to a patient

PROCESS OF COSTING SERVICE: Fee based upon allowable regional "profile" of ambulance rates. Note that Medicare no longer reimburses for oxygen as an itemized cost.

CALCULATION OF FEE

Previous Fee: N/A

Recommended Fee: \$123.00

FEE COST WORKSHEET

NUMBER : EMS-06

SERVICE: EKG (Heart Monitor)

DESCRIPTION OF SERVICE: Cost recovery of materials associated with the use of a heart monitor as part of patient assessment and treatment

PROCESS OF COSTING SERVICE: Fee based upon allowable regional "profile" of ambulance rates. Note that Medicare no longer reimburses for EKG as an itemized cost.

CALCULATION OF FEE

Previous Fee: N/A

Recommended Fee: \$97.00

Fire District - Emergency Medical Services

FEE COST WORKSHEET

NUMBER : EMS-07

SERVICE: Standby Advanced Life Support (ALS) Ambulance

DESCRIPTION OF SERVICE: Cost recovery of a Paramedic-staffed ambulance assigned to provide medical stand-by service at a contract event. NOTE: this is a 1/4-hour rate with a 3-hour minimum.

PROCESS OF COSTING SERVICE: Fee based upon costs of personnel, equipment, apparatus, infrastructure and regional cost profile for like services.

CALCULATION OF FEE

Previous Fee: N/A

Recommended Fee (per quarter hour): \$32.25

Fire District - Emergency Medical Services

FEE COST WORKSHEET

NUMBER : EMS-08

SERVICE: Standby Basic Life Support (BLS) Ambulance

DESCRIPTION OF SERVICE: Cost recovery of a Emergency Medical technician-staffed ambulance assigned to provide medical stand-by service at a contract event. NOTE: this is a 1/4-hour rate with a 3 hour minimum.

PROCESS OF COSTING SERVICE: Fee based upon costs of personnel, equipment, apparatus, infrastructure and regional cost profile for like services.

CALCULATION OF FEE

Previous Fee: N/A

Recommended Fee (per quarter hour): \$26.25

Fire District - Emergency Medical Services

FEE COST WORKSHEET

NUMBER : EMS-09

SERVICE: Advanced Life Support (ALS) Treat & Release

DESCRIPTION OF SERVICE: Cost recovery of staff, materials and equipment associated with assessing a patient's medical needs and providing ALS treatment without transportation

PROCESS OF COSTING SERVICE: Fee based upon allowable reimbursement rates set by the Medi-Cal system and regional ambulance industry rates.

CALCULATION OF FEE

Previous Fee: N/A

Recommended Fee: \$390.00

FEE COST WORKSHEET

NUMBER : EMS-10

SERVICE: Ambulance Membership Program (AMP)

DESCRIPTION OF SERVICE: Voluntary membership for paramedic services, emergency ambulance transportation, and physician-ordered, ground ambulance transport

PROCESS OF COSTING SERVICE: Fee based upon regional ambulance industry rates.

CALCULATION OF FEE

Previous Fee: N/A

Recommended Fee: \$49.00

SERVICE: Response to Incident Involving an Impaired Driver

DESCRIPTION OF SERVICE: Cost recovery of response of Fire Department to accidents, rescues and other incidents involving an impaired driver

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Fee based upon costs of personnel, equipment, apparatus, and infrastructure for emergency response to an accident, rescue or similar incident. Calculations do not include dispatch costs for services provided by REDCOM. Duty Officer cost is for Battalion Chief rank. Each engine crew reflects a captain/medic, a fire engineer/medic, a firefighter, and two fire engineer/medics on an ambulance. **This fee to be charged in coordination with prosecuting authorities upon a driver's conviction of driving while impaired.**

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Battalion Chief	1.00	46.28	\$46.28
	Engine Crew	2.00	85.55	\$171.10
				Total Salary \$217.38
		Salary	%	
Benefits:		\$217.38	55.00%	\$119.56
Operating Expenses:		\$217.38	20.00%	\$43.48
Overhead:		\$217.38	29.00%	\$63.04
Fixed Assets:	Equipment	\$217.38	6.00%	\$13.04
	Buildings	\$217.38	3.00%	\$6.52
				Total <u><u>\$463.02</u></u>
				Previous Fee: \$419.00
				Recommended Hourly Fee: \$463.00

FEE COST WORKSHEET

NUMBER : ERS-02

SERVICE: False Fire Alarm Response

DESCRIPTION OF SERVICE: Cost recovery of Fire Department response to recurring false fire alarms. This fee may be charged to a premises that has three or more such alarms within a twelve-month period.

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Fee based upon costs of personnel, equipment, apparatus, and infrastructure for emergency response to a fire alarm. Calculations do not include dispatch costs for services provided by REDCOM. Duty Officer cost is for Battalion Chief rank. Each engine crew reflects a captain/medic, a fire engineer/medic, and a firefighter.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Battalion Chief	1.00	\$46.28	\$46.28
	Engine Crew	2.00	\$85.55	\$171.10
				Total Salary \$217.38
		Salary	%	
Benefits:		\$217.38	55.00%	\$119.56
Operating Expenses:		\$217.38	20.00%	\$43.48
Overhead:		\$217.38	29.00%	\$63.04
Fixed Assets:	Equipment	\$217.38	6.00%	\$13.04
	Buildings	\$217.38	3.00%	\$6.52
				Total <u><u>\$463.02</u></u>
				Previous Fee: \$419.00
				Recommended Fee: \$463.00

Fire District- Vehicle Maintenance Services

FEE COST WORKSHEET

NUMBER : VMS-01

SERVICE: Shop Rate

DESCRIPTION OF SERVICE: Cost recovery for repairs and maintenance on outside agency vehicles

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Fee based upon costs of personnel, equipment, apparatus and infrastructure for repairs and maintenance performed on outside contract agency vehicles.

CALCULATION OF FEE

Salaries:		<u>Hours</u>	<u>Rate</u>	
	Fire Mechanic	1.00	33.73	\$33.73
				Total Salary
		Salary	%	\$33.73
Benefits:		\$33.73	55.00%	\$18.55
Operating Expenses:		\$33.73	20.00%	\$6.75
Overhead:		\$33.73	29.00%	\$9.78
Fixed Assets:	Equipment	\$33.73	6.00%	\$2.02
	Buildings	\$33.73	3.00%	\$1.01
				Total
				\$71.84

Previous Fee: N/A

Recommended Hourly Fee: \$71.00

FEE COST WORKSHEET

NUMBER : FPS-01

SERVICE: Plan Review

DESCRIPTION OF SERVICE: Cost recovery of fire code compliance review of construction plans and specifications

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Fee based upon costs of personnel, equipment, and infrastructure for technical review of construction plans and specification documents.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Fire Marshal	1.00	56.66	\$56.66
				Total Salary \$56.66
		Salary	%	
Benefits:		\$56.66	55.00%	\$31.16
Operating Expenses:		\$56.66	20.00%	\$11.33
Overhead:		\$56.66	29.00%	\$16.43
Fixed Assets:	Equipment	\$ 56.66	6.00%	\$3.40
	Buildings	\$ 56.66	3.00%	\$1.70
				Total <u><u>\$120.69</u></u>
				Previous Fee: \$126.00
				Recommended Hourly Fee: \$120.00

SERVICE: Miscellaneous Fire Prevention Activities

DESCRIPTION OF SERVICE: Cost recovery of providing " Fire Marshal" services when unusual circumstances prevail

REFUND POLICY: A refund of 100% of the Miscellaneous Fire Prevention Activity may be authorized by the Fire or Building Official the activity has been terminated and no work has been performed. Payment of a Refund Processing Fee (ADM-02) shall be made prior to issuing the refund. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based upon the cost of a Fire Marshal.

CALCULATION OF FEE				
		Hours	Rate	
Salaries:	Fire Marshal	1	56.66	\$56.66
				Total Salary \$56.66
		Salary	%	
Benefits:		\$56.66	55.00%	\$31.16
Operating Expenses:		\$56.66	20.00%	\$11.33
Overhead:		\$56.66	29.00%	\$16.43
Fixed Assets	Equipment	\$56.66	6.00%	\$3.40
	Buildings	\$56.66	3.00%	\$1.70
				Total <u><u>\$120.69</u></u>
				Previous Fee: \$126.00
				Recommended Hourly Fee: \$120.00

FEE COST WORKSHEET

NUMBER : FPS-03

SERVICE: Additional Fire Safety Reinspections

DESCRIPTION OF SERVICE: Cost recovery of fire code compliance reinspections after three initial contacts

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Fee based upon costs of personnel, equipment, apparatus, and infrastructure for recurring visits to an occupancy in an attempt to gain fire code compliance. Engine crew reflects a captain/medic, a fire engineer/medic and a firefighter.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Engine Crew	1.00	85.55	\$85.55
				Total Salary \$85.55
		Salary	%	
Benefits:		\$85.55	55.00%	\$47.05
Operating Expenses:		\$85.55	20.00%	\$17.11
Overhead:		\$85.55	29.00%	\$24.81
Fixed Assets:	Equipment	\$85.55	6.00%	\$5.13
	Buildings	\$85.55	3.00%	\$2.57
				Total <u><u>\$182.22</u></u>
				Previous Fee: \$178.00
				Recommended Hourly Fee: \$182.00

FEE COST WORKSHEET

NUMBER : FPS-04

SERVICE: Automatic Fire Suppression System (including water sprinkler systems) installation reinspections

DESCRIPTION OF SERVICE: Cost recovery of fire code compliance reinspections of fire suppression systems made necessary by contractor error or system deficiency found during initial inspection

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Fee based upon costs of personnel, equipment, apparatus and infrastructure for review of plans and specifications of fire sprinkler systems.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Fire Marshal	1.00	56.66	\$56.66
				Total Salary \$56.66
		Salary	%	
Benefits:		\$56.66	55.00%	\$31.16
Operating Expenses:		\$56.66	20.00%	\$11.33
Overhead:		\$56.66	29.00%	\$16.43
Fixed Assets:	Equipment	\$56.66	6.00%	\$3.40
	Buildings	\$56.66	3.00%	\$1.70
				Total <u><u>\$120.69</u></u>
				Previous Fee: \$126.00
				Recommended Hourly Fee: \$120.00

FEE COST WORKSHEET

NUMBER : FPS-05

SERVICE: Standby Fire Safety Officer

DESCRIPTION OF SERVICE: Cost recovery for providing standby personnel

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Sample fee is based upon cost of a fire engineer/medic on overtime.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Fire Engineer/ Medic (OT)	1.00	45.44	\$45.44
				Total Salary \$45.44
		Salary	%	
Benefits:		\$45.44	55.00%	\$24.99
Operating Expenses:		\$45.44	20.00%	\$9.09
Overhead:		\$45.44	29.00%	\$13.18
Fixed Assets:	Equipment	\$45.44	6.00%	\$2.73
	Buildings	\$45.44	3.00%	\$1.36
				Total <u><u>\$96.79</u></u>

Previous Fee: \$106.00

***Recommended Hourly Fee Sample: \$96.00**

***Fees will be charged for actual personnel costs dependant on rank. (SAL-01 for actual rates)**

FEE COST WORKSHEET

NUMBER FPS-06

SERVICE: Field Inspections

DESCRIPTION OF SERVICE: Cost recovery of Fire Marshal code compliance inspections

REFUND POLICY: A refund of 100% of the Inspection Fee may be authorized by the Fire or Building Official when an unexpired permit has been terminated and no work has been performed on the project. Payment of a Refund Processing Fee (ADM-02) shall be made prior to issuing the refund. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based on costs of Fire Marshal, equipment, apparatus and infrastructure for field inspections to an occupancy in an attempt to gain fire code compliance.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Fire Marshal	1.00	56.66	\$56.66
				Total Salary \$56.66
		Salary	%	
Benefits:		\$56.66	55.00%	\$31.16
Operating Expenses:		\$56.66	20.00%	\$11.33
Overhead:		\$56.66	29.00%	\$16.43
Fixed Assets:	Equipment	\$56.66	6.00%	\$3.40
	Buildings	\$56.66	3.00%	\$1.70
				Total <u><u>\$120.69</u></u>

Previous Fee: \$126.00

Recommended Fee: \$120.00

FEE COST WORKSHEET

NUMBER : FPS-07

SERVICE: State Regulated Building - Inspection Fees

DESCRIPTION OF SERVICE: Cost recovery of Fire Marshal code compliance inspections

REFUND POLICY: A refund of 100% of the Inspection Fee may be authorized by the Fire or Building Official when an unexpired permit has been terminated and no work has been performed on the project. Payment of a Refund Processing Fee (ADM-02) shall be made prior to issuing the refund. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based on costs of Fire Marshal, equipment, apparatus and infrastructure for field inspections to an occupancy in an attempt to gain fire code compliance.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Fire Marshal	1.00	56.66	\$56.66
				Total Salary \$56.66
		Salary	%	
Benefits:		\$56.66	55.00%	\$31.16
Operating Expenses:		\$56.66	20.00%	\$11.33
Overhead:		\$56.66	29.00%	\$16.43
Fixed Assets:	Equipment	\$56.66	6.00%	\$3.40
	Buildings	\$56.66	3.00%	\$1.70
				Total <u><u>\$120.69</u></u>
				Previous Fee: \$126.00
				Recommended Hourly Fee: \$120.00

FEE COST WORKSHEET

NUMBER : FPS-08

SERVICE: State Regulated Building - Inspection Fee-Large Family Day Care

DESCRIPTION OF SERVICE: Cost recovery of Fire Marshal code compliance inspections

REFUND POLICY: A refund of 100% of the Inspection Fee may be authorized by the Fire or Building Official when an unexpired permit has been terminated and no work has been performed on the project. Payment of a Refund Processing Fee (ADM-02) shall be made prior to issuing the refund. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based on costs of Fire Marshal, equipment, apparatus and infrastructure for field inspections to an occupancy in an attempt to gain fire code compliance.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Fire Marshal	1.00	56.66	\$56.66
				Total Salary \$56.66
		Salary	%	
Benefits:		\$56.66	55.00%	\$31.16
Operating Expenses:		\$56.66	20.00%	\$11.33
Overhead:		\$56.66	29.00%	\$16.43
Fixed Assets:	Equipment	\$56.66	6.00%	\$3.40
	Buildings	\$56.66	3.00%	\$1.70
				Total <u><u>\$120.69</u></u>
				Previous Fee: \$126.00
				Recommended Hourly Fee: \$120.00

FEE COST WORKSHEET

NUMBER : FPS-09

SERVICE: State Regulated Buildings - Fire Clearance Preinspection 1.11.4.4

DESCRIPTION OF SERVICE: Cost recovery of Fire Marshal code compliance inspections

REFUND POLICY: A refund of 100% of the Inspection Fee may be authorized by the Fire or Building Official when an unexpired permit has been terminated and no work has been performed on the project. Payment of a Refund Processing Fee (ADM-02) shall be made prior to issuing the refund. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based on costs of Fire Marshal, equipment, apparatus and infrastructure for field inspections to an occupancy in an attempt to gain fire code compliance.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Fire Marshal	1.00	56.66	\$56.66
				Total Salary \$56.66
		Salary	%	
Benefits:		\$56.66	55.00%	\$31.16
Operating Expenses:		\$56.66	20.00%	\$11.33
Overhead:		\$56.66	29.00%	\$16.43
Fixed Assets:	Equipment	\$56.66	6.00%	\$3.40
	Buildings	\$56.66	3.00%	\$1.70
				Total <u><u>\$120.69</u></u>
				Previous Fee: \$126.00
				Recommended Hourly Fee: \$120.00

FEE COST WORKSHEET

NUMBER : FPS-10

SERVICE: State Regulated Buildings - Final Inspection Fee

DESCRIPTION OF SERVICE: Cost recovery of Fire Marshal code compliance inspections

REFUND POLICY: A refund of 100% of the Inspection Fee may be authorized by the Fire or Building Official when an unexpired permit has been terminated and no work has been performed on the project. Payment of a Refund Processing Fee (ADM-02) shall be made prior to issuing the refund. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based on costs of Fire Marshal, equipment, apparatus and infrastructure for field inspections to an occupancy in an attempt to gain fire code compliance.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Fire Marshal	1.00	56.66	\$56.66
				Total Salary \$56.66
		Salary	%	
Benefits:		\$56.66	55.00%	\$31.16
Operating Expenses:		\$56.66	20.00%	\$11.33
Overhead:		\$56.66	29.00%	\$16.43
Fixed Assets:	Equipment	\$56.66	6.00%	\$3.40
	Buildings	\$56.66	3.00%	\$1.70
				Total <u><u>\$120.69</u></u>
				Previous Fee: \$126.00
				Recommended Hourly Fee: \$120.00

FEE COST WORKSHEET

NUMBER : FPS-11

SERVICE: Required Operational Permits

DESCRIPTION OF SERVICE: Operational permits required by the California Fire Code

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Fee based on flat rate, annual, or one-time hourly rate. Tents, canopies and membrane structures shall conform to the use period and requirements of Chapter 31 of the 2010 California Fire Code.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Fire Marshal	1.00	56.66	\$56.66
				Total Salary \$56.66
		Salary	%	
Benefits:		\$56.66	55.00%	\$31.16
Operating Expenses:		\$56.66	20.00%	\$11.33
Overhead:		\$56.66	29.00%	\$16.43
Fixed Assets:	Equipment	\$56.66	6.00%	\$3.40
	Buildings	\$56.66	3.00%	\$1.70
				Total <u><u>\$120.69</u></u>
				Previous Fee: \$85.00
				*Recommended Fee: \$120.00

*Permits requiring a plan review and/or field inspection will be charged the appropriate hourly rate.

FEE COST WORKSHEET

NUMBER : FPS-12

SERVICE: Required Construction Permits

DESCRIPTION OF SERVICE: Construction permits required by the California Fire Code

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Fee based on flat rate, annual, or one-time hourly fee. Tents, canopies and membrane structures shall conform to the use period and requirements of Chapter 31 of the 2010 California Fire Code.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Fire Marshal	1.00	56.66	\$56.66
				Total Salary \$56.66
		Salary	%	
Benefits:		\$56.66	55.00%	\$31.16
Operating Expenses:		\$56.66	20.00%	\$11.33
Overhead:		\$56.66	29.00%	\$16.43
Fixed Assets:	Equipment	\$56.66	6.00%	\$3.40
	Buildings	\$56.66	3.00%	\$1.70
				Total <u><u>\$120.69</u></u>
				Previous Fee: \$85.00
				*Recommended Fee: \$120.00

***Permits requiring a plan review and/or field inspection will be charged the appropriate hourly rate.**

FEE COST WORKSHEET

NUMBER : FPS-13

SERVICE: Fire Engine Standby (Emergency or Non-Emergency)

DESCRIPTION OF SERVICE: Cost recovery for fire engine standby

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Fee based upon costs of personnel, equipment, apparatus, and infrastructure for standby of fire engine. Engine crew reflects a captain/medic, a fire engineer/medic and a firefighter.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Engine Crew	1.00	85.55	\$85.55
				Total Salary <u>\$85.55</u>
		Salary	%	
Benefits:		\$85.55	55.00%	\$47.05
Operating Expenses:		\$85.55	20.00%	\$17.11
Overhead:		\$85.55	29.00%	\$24.81
Fixed Assets:	Equipment	\$85.55	6.00%	\$5.13
	Buildings	\$85.55	3.00%	\$2.57
				Total <u><u>\$182.22</u></u>
				Previous Fee: \$178.00
				Recommended Hourly Fee: \$182.00

Fire District- Salary Schedule

SALARY SCHEDULE

NUMBER : SAL-01

SONOMA VALLEY FIRE & RESCUE AUTHORITY
Salary Schedule
Effective March 12, 2015

	HOURLY	OT
Safety		
Firefighter EMT	\$20.10	\$30.15
Firefighter Medic	\$22.83	\$34.25
Fire Engineer	\$29.26	\$43.89
Fire Engineer w/Paramedica License	\$30.29	\$45.44
Fire Captain	\$33.97	\$50.96
Fire Captain w/Paramedic License	\$35.16	\$52.74
Administrative/Management		
Fire Marshal	\$56.66	
Battalion Chief	\$46.28	\$69.42
General		
Certified Billing Coder	\$26.70	
Fire Mechanic	\$33.73	\$50.60