

**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT**  
**BOARD CHAMBERS ROOM 107, ADMINISTRATION BUILDING, 651 PINE STREET**  
**MARTINEZ, CALIFORNIA 94553-1229**

**KAREN MITCHOFF, CHAIR**

**JOHN GIOIA, VICE CHAIR**

**CANDACE ANDERSEN**

**DIANE BURGIS**

**FEDERAL D. GLOVER**

**DAVID J. TWA**, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 335-1900

**JEFF CARMAN**, FIRE CHIEF

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO TWO (2) MINUTES.

The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.  
Your patience is appreciated.

A closed session may be called at the discretion of the Board Chair.

Staff reports related to open session items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).

**SPECIAL MEETING**

**AGENDA**

**July 10, 2018**

**\*\*\*Note Time Change\*\*\***

**1:00 P.M.** Convene and call to order.

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.3 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

**DISCUSSION ITEMS**

D. 1 CONSIDER Consent Items previously removed.

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

**D.3** CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Jeff Carman, Fire Chief)

**1:30 P.M.**

- D.4** HEARING to consider adopting Ordinance No. 2018-21 to revise and increase fees for fire safety inspections, permitting of specific operations, and plan review services within the Contra Costa County Fire Protection District. (Robert Marshall, Fire Marshal)

### **CONSENT ITEMS**

- C.1** ADOPT Position Adjustment resolution No. 22317 to establish the classification of Fire Equipment Mechanic II (represented) and reallocate the salary of the Lead Fire Equipment Mechanic (represented) classification in the Contra Costa County Fire Protection District. (100% District General Operating Fund)
- C.2** APPROVE and AUTHORIZE the Fire Chief, or his designee, to execute a contract amendment with Willdan Financial Services, effective June 30, 2018, to extend the termination date from June 30, 2018 to January 31, 2019, for a Development Impact Fee study, with no change to the contract payment limit. (No fiscal impact)
- C.3** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with AP Triton, LLC, in an amount not to exceed \$216,000, for ambulance program consulting services from May 1, 2018 to April 30, 2021. (100% EMS Transport Fees)

### **GENERAL INFORMATION**

The Board meets in its capacity as the Board of Directors of the Contra Costa County Fire Protection District pursuant to Ordinance Code Section 24-2.402. Persons who wish to address the Board of Directors should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection at 651 Pine Street, First Floor, Room 106, Martinez, CA 94553, during normal business hours. All matters listed under CONSENT ITEMS are considered by the Board of Directors to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Commission votes on the motion to adopt. Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Directors can be submitted to the office of the Clerk of the Board via mail: Contra Costa County Fire Protection District Board of Directors, 651 Pine Street Room 106, Martinez, CA 94553; by fax: 925-335-1913.

The District will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 335-1900; TDD (925) 335-1915. An assistive listening device is available from the Clerk,

Room 106. Copies of recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 335-1900, to make the necessary arrangements. Applications for personal subscriptions to the Board Agenda may be obtained by calling the Office of the Clerk of the Board, (925) 335-1900. The Board of Directors' agenda and meeting materials are available for inspection at least 96 hours prior to each meeting at the Office of the Clerk of the Board, 651 Pine Street, Room 106, Martinez, California.

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[www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

### **ADVISORY COMMISSION**

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, August 13, 2018 at 7:00 p.m. at the District Training Center, 2945 Treat Blvd., Concord, CA 94518.

**AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.**

### **Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):**

The Contra Costa County Fire Protection District has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

**AB** Assembly Bill

**ABAG** Association of Bay Area Governments

**ACA** Assembly Constitutional Amendment

**ADA** Americans with Disabilities Act of 1990

**AFSCME** American Federation of State County and Municipal Employees

**ARRA** American Recovery & Reinvestment Act of 2009

**BAAQMD** Bay Area Air Quality Management District

**BART** Bay Area Rapid Transit District

**BayRICS** Bay Area Regional Interoperable Communications System

**BGO** Better Government Ordinance

**BOC** Board of Commissioners

**CALTRANS** California Department of Transportation

**CAER** Community Awareness Emergency Response

**CAL-EMA** California Emergency Management Agency

**CAO** County Administrative Officer or Office

**CCE** Community Choice Energy

**CBC** California Building Code

**CCCPFD (ConFire)** Contra Costa County Fire Protection District

**CCHP** Contra Costa Health Plan

**CCTA** Contra Costa Transportation Authority

**CCRMC** Contra Costa Regional Medical Center  
**CCWD** Contra Costa Water District  
**CFC** California Fire Code  
**CFDA** Catalog of Federal Domestic Assistance  
**CEQA** California Environmental Quality Act  
**CIO** Chief Information Officer  
**COLA** Cost of living adjustment  
**ConFire (CCCYPD)** Contra Costa County Fire Protection District  
**CPA** Certified Public Accountant  
**CPF** – California Professional Firefighters  
**CPI** Consumer Price Index  
**CSA** County Service Area  
**CSAC** California State Association of Counties  
**CTC** California Transportation Commission  
**dba** doing business as  
**EBMUD** East Bay Municipal Utility District  
**ECCYPD** East Contra Costa Fire Protection District  
**EIR** Environmental Impact Report  
**EIS** Environmental Impact Statement  
**EMCC** Emergency Medical Care Committee  
**EMS** Emergency Medical Services  
**et al.** et alii (and others)  
**FAA** Federal Aviation Administration  
**FEMA** Federal Emergency Management Agency  
**FTE** Full Time Equivalent  
**FY** Fiscal Year  
**GIS** Geographic Information System  
**HCD** (State Dept of) Housing & Community Development  
**HHS** (State Dept of ) Health and Human Services  
**HOV** High Occupancy Vehicle  
**HR** Human Resources  
**HUD** United States Department of Housing and Urban Development  
**IAFF** International Association of Firefighters  
**ICC** International Code Council  
**IFC** International Fire Code  
**Inc.** Incorporated  
**IOC** Internal Operations Committee  
**ISO** Industrial Safety Ordinance  
**JPA** Joint (exercise of) Powers Authority or Agreement  
**Lamorinda** Lafayette-Moraga-Orinda Area  
**LAFCo** Local Agency Formation Commission  
**LLC** Limited Liability Company  
**LLP** Limited Liability Partnership  
**Local 1** Public Employees Union Local 1  
**Local 1230** Contra Costa County Professional Firefighters Local 1230  
**MAC** Municipal Advisory Council  
**MBE** Minority Business Enterprise  
**MIS** Management Information System

**MOE** Maintenance of Effort  
**MOU** Memorandum of Understanding  
**MTC** Metropolitan Transportation Commission  
**NACo** National Association of Counties  
**NEPA** National Environmental Policy Act  
**NFPA** National Fire Protection Association  
**OES-EOC** Office of Emergency Services-Emergency Operations Center  
**OPEB** Other Post Employment Benefits  
**OSHA** Occupational Safety and Health Administration  
**PACE** Property Assessed Clean Energy  
**PARS** Public Agencies Retirement Services  
**PEPRA** Public Employees Pension Reform Act  
**RFI** Request For Information  
**RFP** Request For Proposal  
**RFQ** Request For Qualifications  
**SB** Senate Bill  
**SBE** Small Business Enterprise  
**SEIU** Service Employees International Union  
**SUASI** Super Urban Area Security Initiative  
**SWAT** Southwest Area Transportation Committee  
**TRANSPAC** Transportation Partnership & Cooperation (Central)  
**TRANSPLAN** Transportation Planning Committee (East County)  
**TRE** or **TTE** Trustee  
**TWIC** Transportation, Water and Infrastructure Committee  
**UASI** Urban Area Security Initiative  
**UCOA** United Chief Officers Association  
**vs.** versus (against)  
**WAN** Wide Area Network  
**WBE** Women Business Enterprise  
**WCCTAC** West Contra Costa Transportation Advisory Committee



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: July 10, 2018

Subject: Fire Chief's Report - July 10, 2018

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**RECOMMENDATION(S):**

ACCEPT a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

At the request of the Contra Costa County Fire Board of Directors, the Fire Chief is providing a report on the status and progress of the various District initiatives.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **07/10/2018** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 10, 2018

Contact: Jeff Carman, Fire Chief  
925-941-3300

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

## ATTACHMENTS

Fire Chief's July 2018  
Report



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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July 10, 2018

TO: Board of Directors

FROM: Jeff Carman, Fire Chief

RE: Fire Chief's Report

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- Fire Station 16 (Lafayette): Site work continues on schedule. The retaining wall and fence are completed; and within 30 days, the foundation should be completed.
- Fire Station 70 (San Pablo): The architectural drawings are 99% complete. We are having difficulty getting the completed set of construction documents from the architect which is all we are waiting on to submit our application for a building permit.
- The ambulance transport program continues to operate at very high levels of performance. Our county contract requires ambulances to be on-scene within 11 minutes/45 seconds, 90% of the time, in all areas except the City of Richmond where our requirement is 10 minutes, 90% of the time. Countywide, we are arriving within our timeframes 96% of the time. Our average response time county wide is 4 minutes/30 seconds, except in Richmond where our average is 4 minutes/7 seconds.
- We have made several changes in our fire prevention bureau in order to reach current status on our fire inspections. We have four (4) new fire inspectors that were recently hired, and two new fire inspectors that are completing their probationary period. All of those inspectors have been assigned to catch up on past due inspections, and two inspectors from another program have been temporarily reassigned to join them. In the past, we have assisted East Contra Costa Fire Protection District with their fire inspections through a contractual agreement; however we have notified them that they will need to begin doing their own inspections as soon as possible which will allow our inspectors to concentrate on inspections within our District's jurisdiction. All schools that were past due are now up to date, and inspectors have started inspecting the residential occupancies beginning with the oldest past due dates first. Our goal is to have all of those inspections up-to-date by the end of the year. I will report back on our progress in September when we will also know whether or not additional personnel are needed in order to keep up with the workload.



- The Fire District has been extremely busy over the last several weeks, with several greater alarm fires in and around our District. I am extremely proud of our personnel for the great jobs they have done to keep major incidents from escalating. That being said, I want the Board to be aware that we have experienced many “near misses” over the last several months, many of which have occurred in the last few weeks. Our apparatus and personnel have been involved in several auto-accidents, one of our engine companies had gunshots come very close to them, our personnel have experienced burns and cuts, and two of our companies were burned over at a multi-alarm fire in Antioch. In all cases, our personnel could have experienced serious injury or death, but, fortunately, none of them did!
- The Fire District provides aid to the fire districts and departments throughout the county, and, in-turn, we receive aid from them. During the last couple of months, we have received much aid from our neighbors for which I am thankful. However, we are concerned because we provide East Contra Costa Fire Protection District (ECCFPD) with four times as much aid compared to what we receive. The issue is that the ECCFPD is severely under-resourced, and due to their geographical location, any aid they need in a timely manner must come from ConFire. While Chief Helmick and I did collaborate to keep the aid given/received as close as possible, the last couple of months have seen a significant increase in aid provided. Chief Helmick and I continue to meet to try and identify ways to reduce their dependence on ConFire. This last week, we had to deny aid to ECCFPD as we had several major incidents in our own district. We have a consultant studying our historical call volume to determine the minimum number of resources we need to safely protect our own fire district which will determine how much aid we can provide to others. This may result in the need for ConFire to deny aid more often than we have in the past.
- The District’s Operations Chief, Ed Gonzales, retired at the end of last month after almost 30 years with the Fire District. We have appointed an Interim Operations Chief, Battalion Chief Chuck Stark, who will remain in the position until the first quarter of 2019 when we will begin a formal recruitment for Assistant Fire Chief of our Emergency Operations Division. In addition, we promoted Captain Will Pigeon to the role of Assistant Fire Chief of our Communications Division.
- The Fire District continues to meet with PG&E regarding our concerns about them deploying private fire suppression crews as well as shutting off power during climate driven events. We also continue to work with legislators and the governor regarding making changes to our aging mutual-aid system to adapt to our changing climate.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: July 10, 2018

Subject: Hearing on Fire Prevention Fee Schedule Revisions

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**RECOMMENDATION(S):**

1. OPEN the public hearing on Ordinance No. 2018-21 to revise and increase fees for fire safety inspections, permitting of specific operations, and plan review services within the Contra Costa County Fire Protection District, RECEIVE testimony, CONSIDER all objections and protests, and CLOSE the public hearing.

2. ADOPT Ordinance No. 2018-21 to revise and increase fees for fire safety inspections, permitting of specific operations, and plan review services within the Contra Costa County Fire Protection District.

**FISCAL IMPACT:**

Adoption of this Ordinance will increase the existing fire prevention fees so that they reflect the District's actual costs of providing the services for which they are charged. This will enable the District to continue to recover its actual costs of providing code enforcement, permitting, inspection, plan review services, and other services directly to the persons who pay the fees.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **07/10/2018** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 10, 2018

Contact: Robert Marshall,  
925-260-6881

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

## **BACKGROUND:**

The Contra Costa County Fire Protection District (District) conducts fire safety inspections and the permitting of specific operations and plan review services for the Contra Costa County Fire Protection District, in accordance with the California Fire Code (CFC). The Health and Safety Code authorizes fire departments/jurisdictions to charge reasonable fees in order to recover expenses for conducting fire and life safety operations. These operations include annual fire and life safety inspections of occupancies required by the Health and Safety Code and the California State Fire Marshal.

Additionally, these operations also include, but are not limited to, life safety inspections, plan review for construction projects, and issuing permits as identified in the CFC for various activities (e.g., operating places of public assembly, schools, adult and child care facilities, and the production and handling of hazardous materials).

In 1986 the Contra Costa County Fire Protection District Board of Directors adopted a Fire Prevention Fee Schedule for the Contra Costa County Fire Protection District. Since that time, the Board has approved five increases for the purpose of recovering the District's costs for providing these services. The last time that the Board authorized a Fire Prevention Fee Schedule increase was in 2013 (Ord. 2013-25). Previously, the Board directed staff to revise the fee schedule on a more frequent basis (every 2-3 years) to avoid significant changes in fees. Since 2013, costs of providing all Fire District services have risen, due primarily to increased labor costs associated with benefits and pensions obligations. The proposed ordinance would increase the fees to account for these cost increases, as explained below.

## **Calculation of the Fire Prevention Fees**

Each fee was calculated based on the actual costs of providing the service associated with the code enforcement, inspection, plan review, or other activity. Each individual fee was calculated using actual hourly costs for each staff position involved with providing the service associated with each fee or permit. The hourly personnel costs were calculated including all costs associated with the position such as salary and wages and benefit costs, including health care, pension, and other benefit costs. These hourly costs are referred to as "fully burdened" costs.

The costs associated with each service (permit, inspection, plan review, etc.) are based on an hourly rate or fractions thereof and are calculated using historical data regarding the amount of time required to perform each service. In addition, costs for fuel, vehicle, equipment, office space, information technology support and equipment was also included in the factor for full cost recovery of providing these services.

Revenue from the fees will be used to cover the District's actual costs of providing the services for which the fees are charged, or for administering and enforcing provisions of the California Fire Code and Building Codes. The fees will be paid by the persons or properties paying the fees or benefiting from the services for which the fees will be charged. Services for which the fees are charged are not provided to persons or properties that do not pay the fees.

## **Calculation of the Nuisance Fire Alarm Response Fees**

The costs associated with responses and mitigation of nuisance fire alarms is authorized pursuant to the California Fire Code (Sec. 401.5.1) as adopted and amended by Ordinance 2016-23. These fees were calculated using actual personnel costs for staff associated with a typical response to a fire alarm incident as well as actual costs for fire prevention personnel assigned to respond to the occupancy and resolve the nuisance alarm. These costs were then applied to the average amount of time required for an emergency response to a fire alarm incident and one hour of personnel time for fire prevention personnel

for follow-up and inspection at the premise.

Revenue from these fees will be used to cover the District's actual costs of responding to nuisance fire alarms. These fees cover the District's reasonable regulatory costs to enforce the provisions of the California Fire Code.

### **Comparison to Other Jurisdictions**

Other fire jurisdictions were polled with respect to their Fire Prevention Fee Schedules. A total of twelve (12) other fire agencies throughout the Bay Area and Sacramento were surveyed for their fire prevention fee structures for a rank order comparison. These agencies include the San Francisco Fire Department, Berkeley Fire Department, San Mateo Fire Department, Sacramento Metropolitan Fire District, Hayward Fire Department, Vallejo Fire Department, Santa Clara City Fire Department, San Jose Fire Department, Vacaville Fire Department, San Ramon Valley Fire Protection District, Richmond Fire Department, and Sacramento City Fire Department. In this latest survey, the District's fees ranked fifth in order of fees charged for the services provided.

With Board approval, the new fee schedule will have rates that are within the range of rates charged in other fire jurisdictions for services similar to those provided by the District.

For these reasons, District staff recommends that the Board adopt Ordinance No. 2018-21, to increase the District's current fire prevention fees. District staff caused a notice of intention to be published, and notice to be given, in the manner required by Health and Safety Code section 13916.

### **CONSEQUENCE OF NEGATIVE ACTION:**

If the Board does not adopt this Ordinance, the District's existing fire prevention fees would remain in effect and would not increase. Consequently, the District would not recover its actual costs of providing the services for which the fees are charged. District general fund revenues would need to be used to pay the difference between the amount of the current fee and the actual cost of providing the service for which the fee is charged. This would result in a decrease in the amount of general fund revenues available for conducting emergency response activities, which would have negative public health and safety impacts.

### **ATTACHMENTS**

Ordinance 2018-21

Exhibit A

Exhibit B

Attachment 1

Attachment 2

Attachment 3

Attachment 4

Attachment 5

## ORDINANCE NO. 2018-21

(uncodified)

### ORDINANCE OF THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ADOPTING FEES FOR PERMITS, INSPECTIONS, PLAN CHECKING, AND OTHER SERVICES

The Contra Costa County Board of Supervisors, as and constituting the Board of Directors of the Contra Costa County Fire Protection District, ordains as follows:

#### **SECTION I. Authority.**

This ordinance is enacted, in part, pursuant to Health and Safety Code Sections 13146.2(b), 13217(b), 13869, 13910, 13916, and 17951, Government Code Section 6103.7, and Ordinance No. 2016-23 (adoption of 2016 California Fire Code with local amendments).

#### **SECTION II. Notice and Hearing.**

This ordinance was adopted pursuant to the procedures set forth in Health and Safety Code Section 13916. All required notices have been properly given and public hearings held.

#### **SECTION III. Permit, Inspection, Plan Review, and Other Fees.**

Each person who applies for, requests, or receives a permit, inspection, plan review, or other service furnished by the Fire Protection District shall, at the time of application, request, or receipt, pay the applicable fee or fees listed in Exhibit A or Exhibit B, which are attached to this ordinance and are incorporated herein by this reference. As used in this section, “person” means any natural person, firm, association, joint venture, joint stock company, partnership, organization, club, company, corporation, trust, or other type of entity.

#### **SECTION IV. Repeal.**

Except as specified in Section V (Severability), below, Ordinance No. 2013-25 is repealed as of the effective date of this ordinance.

#### **SECTION V. Severability.**

If any fee or provision of this ordinance is held invalid or unenforceable by a court of competent jurisdiction, that holding shall not affect the validity or enforceability of the remaining fees or provisions, and the Board declares that it would have adopted each part of this ordinance irrespective of the validity of any other part. If a court of competent jurisdiction determines that any provision of this ordinance is invalid or unenforceable, then the provisions of Ordinance No.

2013-25 that would have been repealed by this ordinance shall be deemed not to have been repealed and shall remain in full force and effect.

**SECTION VI. Effective Date.**

This ordinance becomes effective 60 days after passage. Within 15 days of passage, this ordinance shall be published once with the names of the supervisors voting for and against it in the East Bay Times, a newspaper published in this County.

PASSED ON \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: DAVID TWA  
Clerk of the Board of Supervisors  
and County Administrator

\_\_\_\_\_  
Board Chair

By: \_\_\_\_\_  
Deputy

[SEAL]

KCK:

H:\Client Matters\2017\FPD\Ordinance No. 2018-21 CCCFPD Permit and Service Fees.docx



# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

## FIRE PREVENTION BUREAU

**CCCFPD  
ORDINANCE  
2018 – 21  
Date of Adoption  
July 10, 2018**

**SUBJECT:**

## ENGINEERING/PLAN REVIEW - FEE SCHEDULE

Exhibit 'A'

Page 1 of 11

Review Number	PLAN REVIEW	Fee
	<b>Preliminary Plan Review - Consultations - Meetings</b>	
1.1	In office design review/preliminary plan consultation meetings. Per half hour.	\$ 140.00
1.2	Out of office design and/or consultation meetings. \$ 279.00 per hour, two hour minimum.	\$ 558.00
	<b>Subdivisions</b>	
2.1	<b>Major Subdivision Plan Review (5 or More Lots/Parcels)</b> Review of subdivision for access, hydrant placement. Fees include two (2) hours plan review and one (1) visual inspection.	\$ 837.00
2.1b	Each additional site inspection, per hour.	\$ 279.00
16.1	<b>Re-submittals or revisions.</b>	\$ 279.00
17.1	Additional plan review time, per half hour.	\$ 140.00
2.2	<b>Minor Subdivision Plan Review (1 to 4 Lots/Parcels)</b> Review of subdivision for access, hydrant placement. Fees include ½ hour plan review and one (1) visual inspection.	\$ 419.00
2.2b	Each additional inspection.	\$ 279.00
16.1	<b>Re-submittals or revisions.</b>	\$ 279.00
17.1	Additional plan review time, per half hour.	\$ 140.00
2.3	<b>Single Family Home Review – access &amp; water supply</b> Review of plans for access and water supply. Fees include ½ hour plan review and one (1) visual inspection. *(Does not include review of fire sprinkler systems – see Sec. 5.4)	\$ 419.00
2.3b	Each additional inspection.	\$ 279.00
16.1	<b>Re-submittals or revisions.</b>	\$ 279.00
17.1	Additional plan review time, per half hour.	\$ 140.00
	<b>Water Supply – Fire Service Mains – Fire Hydrants</b>	
3.1	<b>Fire Service – Emergency Repair</b> Review of underground piping, placement, and size. Fees include one (1) hour plan review and one (1) visual inspection.	\$ 558.00
3.1b	Each additional inspection.	\$ 279.00
17.1	Additional plan review time, per half hour.	\$ 140.00

**SUBJECT:**

**ENGINEERING/PLAN REVIEW - FEE SCHEDULE (Ord. 2018-21)**

Page 2 of 11

3.2 3.2b 16.1 17.1	<b>Private Fire Service Mains</b>	Minimum plan review base fee of system. Fees include one (1) hour plan review and one (1) visual inspection. Each additional inspection, per hour. <b>Re-submittals or revisions.</b> Additional plan review time, per half hour.	\$ 558.00 \$ 279.00 \$ 279.00 \$ 140.00
	<b><u>Fire service main installation also requires hydro and flush. See 3.3 &amp; 3.4</u></b>		
	<b>Flush - Private Fire Service System</b>	Minimum inspection base fee. Fee includes one (1) hour onsite inspection time. Each additional inspection, per hour.	\$ 279.00 \$ 279.00
	<b>Hydrostatic Test - Private Fire Service System</b>	Minimum inspection/test base fee. Fee includes one (1) hour onsite test time. Each additional inspection, per hour.	\$ 279.00 \$ 279.00
3.5	<b>Water Flow Information (office only, no field test required)</b>	Fee for water flow information. (Fire District information must be current within 6 months)	\$ 140.00
3.6 3.6b	<b>Water Flow Information Field Test</b>	Minimum field test base fee. (Fee includes field testing for available fire flow for Hydrant and Fire Sprinkler Systems)	\$ 558.00
		Additional or multiple flow tests, per half hour.	\$ 140.00
3.7 3.7b 16.1 17.1 3.7e	<b>Rural Water Supply</b>	Minimum plan review base fee of tank & underground piping. Fees include one (1) hour plan review and one (1) visual inspection. Each additional inspection, per hour. <b>Re-submittals or revisions.</b> Additional plan review time, per half hour. Rural water supply flush.	\$ 558.00 \$ 279.00 \$ 279.00 \$ 140.00 \$ 279.00
	<b>Building Construction – New Buildings and Tenant Improvements</b>		
4.1 4.1a 4.1b 16.1 17.1	<b>New Construction or Building Additions Plan Review</b>	Minimum plan review base fee. Plus \$.07 per square foot in excess of 2000 sq. ft. Fee includes two (2) hours plan review and one (1) field inspection. Additional inspections, per hour. <b>Re-submittals or revisions.</b> Additional plan review time, per half hour.	\$ 837.00 \$.07 / sq. ft. \$ 279.00 \$ 279.00 \$ 140.00



**SUBJECT:**

**ENGINEERING/PLAN REVIEW - FEE SCHEDULE (Ord. 2018-21)**

Page 3 of 11

4.2 4.2a  4.2b 16.1 17.1	<b>Tenant Improvement Plan Review (for building additions see 4.1)</b>	
	Minimum plan review base fee.	\$ 558.00
	Plus \$.07 per square foot in excess of 2,000 sq. ft.	\$ .07 / sq. ft.
	Fee includes one (1) hour plan review and one (1) field inspection.	
	Additional inspections, per hour.	\$ 279.00
16.1 17.1	<b>Re-submittals or revisions.</b>	\$ 279.00
	Additional plan review time, per half hour.	\$ 140.00
	<b>Fire Protection Systems</b>	
5.1 5.1a  5.1b 16.1 17.1	<b>Tenant Improvement Fire Sprinklers (without calculations)</b>	
	Minimum plan review base fee.	\$ 558.00
	Plus \$.50 per head in excess of 10 heads.	\$ .50 / head
	Fee includes one (1) hour plan review and one (1) field inspection.	
	Each additional inspection (e.g., weld-o-let, hydro, visual, etc.), per hour.	\$ 279.00
16.1 17.1	<b>Re-submittals or revisions.</b>	\$ 279.00
	Additional plan review time, per half hour.	\$ 140.00
5.2 5.2a  5.2b 16.1 17.1	<b>Tenant Improvement Fire Sprinklers (with calculations)</b>	
	Minimum plan review base fee.	\$ 698.00
	Plus \$.50 per head in excess of 10 heads.	\$ .50 / head
	Fee includes 1.5 hours plan review and one (1) field inspection.	
	Each additional inspection (e.g., weld-o-let, hydro, visual, etc.), per hour.	\$ 279.00
16.1 17.1	<b>Re-submittals or revisions.</b>	\$ 279.00
	Additional plan review time, per half hour.	\$ 140.00
5.3 5.3a  5.3b 16.1 17.1	<b>New Commercial Fire Sprinkler System (13 &amp; 13R systems)</b>	
	Minimum plan review base fee per riser.	\$ 1,116.00
	Plus \$.50 per sprinkler head.	\$ .50 / head
	Fee includes two (2) hours plan review and two (2) field inspections.	
	Each additional inspection (e.g., weld-o-let, hydro, visual, etc.), per hour.	\$ 279.00
16.1 17.1	<b>Re-submittals or revisions.</b>	\$ 279.00
	Additional plan review time, per half hour.	\$ 140.00
5.4  5.4b 16.1 17.1	<b>Residential Fire Sprinkler System (single family home)</b>	
	Minimum plan review base fee.	\$ 558.00
	Fee includes one (1) hour plan review, one (1) overhead hydro, and one (1) final inspection.	
	Each additional inspection, per hour.	\$ 279.00
	<b>Re-submittals or revisions.</b>	\$ 279.00
17.1	Additional plan review time, per half hour.	\$ 140.00

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5.5	<b>Residential Fire Sprinkler System (multiple homes)</b>	Minimum plan review base fee per model.	\$ 698.00
5.5a	For model only - fee includes one (1) hour plan review, 1 overhead hydro, and 1 final inspection.		
5.5b	Each additional lot (hydrostatic test and final inspection).		\$ 419.00
16.1	Each Additional inspection (e.g., models, individual homes), per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
5.6	<b>Standpipe System</b>	Minimum plan review base fee.	\$ 837.00
5.6b	Fee includes plan review and one (1) field inspection.		
16.1	Each additional inspection (e.g., hydro, flush, flow test, etc.), per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
5.7	<b>Spray Booth (includes booth and fire extinguishing system)</b>	Minimum plan review base fee.	\$ 837.00
5.7b	Fee includes two (2) hours plan review and one (1) field inspection.		
16.1	Each additional inspection, per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
5.8	<b>Pre-Action Fire Suppression System</b>	Minimum plan review base fee.	\$ 837.00
5.8b	Fee includes one (1) hour plan review and two (2) field inspections.		
16.1	*(Does not include fire alarm review – see Sec. 6.1)		
17.1	Each additional inspection, per hour.		\$ 279.00
	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
5.9	<b>Fixed Fire Suppression System – (wet/dry chem., water mist, etc...)</b>	Minimum plan review base fee.	\$ 558.00
5.9a	Each additional separate system at same location.		\$ 279.00
5.9b	Fee includes plan review and one (1) field inspection.		
16.1	Each additional inspection, per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
5.10	<b>Clean Agent Fire Suppression System</b>	Minimum plan review base fee.	\$ 1,116.00
5.10b	Fee includes one (1) hour plan review and up to three (3) hours of inspection time.		
16.1	*(Does not include fire alarm review – see Sec. 6.1)		
17.1	Each additional inspection, per hour.		\$ 279.00
	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00

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**ENGINEERING/PLAN REVIEW - FEE SCHEDULE (Ord. 2018-21)**

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5.11	<b>Fire Pump Installation</b>	Minimum plan review base fee.	\$1,953.00
		Fee includes two (2) hours plan review and up to five (5) hours field inspection time.	
		*(Does not include review of generator or separate fuel storage tank)	
		Each additional inspection, per hour.	\$ 279.00
		<b>Re-submittals or revisions.</b>	\$ 279.00
5.11b		Additional plan review time, per half hour.	\$ 140.00
16.1			
17.1			
5.12	<b>Commercial Cooking (Hood and Duct) Fire Suppression System</b>	Minimum plan review base fee.	\$ 558.00
		Each additional system review.	\$ 279.00
		Fee includes one (1) hour plan review and one (1) hour of inspection time.	
		Each additional inspection, per hour.	\$ 279.00
		<b>Re-submittals or revisions.</b>	\$ 279.00
5.12a		Additional plan review time, per half hour.	\$ 140.00
5.12b			
16.1			
17.1			
5.13	<b>Smoke &amp; Heat Vents</b>	Minimum plan review base fee.	\$ 558.00
		Fee includes one (1) hour plan review and one (1) hour of inspection time.	
		Each additional inspection, per hour.	\$ 279.00
		<b>Re-submittals or revisions.</b>	\$ 279.00
		Additional plan review time, per half hour.	\$ 140.00
5.13b			
16.1			
17.1			
5.14	<b>Smoke Management/Control System</b>	Minimum plan review base fee.	\$ 1,953.00
		Fee includes three (3) hours plan review and up to four (4) hours field inspection time.	
		Each additional inspection, per hour.	\$ 279.00
		<b>Re-submittals or revisions.</b>	\$ 279.00
		Additional plan review time, per half hour	\$ 140.00
5.14b			
16.1			
17.1			
5.15	<b>Explosion Control (includes: vents, dust collection, etc...)</b>	Minimum plan review base fee.	\$ 1,116.00
		Fee includes two (2) hours plan review and up to two (2) hours field inspection time.	
		Each additional inspection, per hour.	\$ 279.00
		<b>Re-submittals or revisions.</b>	\$ 279.00
		Additional plan review time, per half hour.	\$ 140.00
5.15b			
16.1			
17.1			
	<b>Fire Alarm Systems</b>		
6.1	<b>Fire Alarm System</b>	Minimum plan review base fee.	\$ 698.00
		Plus \$ 10.00 per initiating and notification device.	\$10.00/device
		Fee includes two (2) hours plan review and up to one (1) hour field inspection time.	
		Each additional inspection, per hour.	\$ 279.00
		<b>Re-submittals or revisions.</b>	\$ 279.00
		Additional plan review time, per half hour.	\$ 140.00
		Pre-wire inspections, per hour.	\$ 279.00
6.1a			
6.1b			
16.1			
17.1			
6.1e			

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6.2 6.2a 6.2b 16.1 17.1	<b>Dedicated Function Fire Alarm System (i.e. sprinkler monitoring, elevator recall, etc...)</b>  Minimum plan review base fee. Plus \$ 10.00 per initiating and notification device in excess of 4 devices. Fee includes one (1) hour plan review and one (1) hour of field inspection time. Each additional inspection, per hour. <b>Re-submittals or revisions.</b> Additional plan review time, per half hour.	\$ 558.00 \$10.00/device \$ 279.00 \$ 279.00 \$ 140.00
6.3 6.3a 6.3b 16.1 17.1	<b>Fire Alarm Panel Replacement Only</b>  Minimum plan review base fee. Plus \$10.00 per initiating and notification device, if altered. Fee includes one (1) hour plan review and up to one (1) hour field inspection time. Each additional inspection, per hour. <b>Re-submittals or revisions.</b> Additional plan review time, per half hour.	\$ 558.00 \$10.00/device \$ 279.00 \$ 279.00 \$ 140.00
6.4 6.4a 6.4b 16.1 17.1 6.4e	<b>High-Rise Fire Alarm (new and/or system upgrade)</b>  Minimum plan review base fee. Plus \$ 10.00 per initiating and notification device. Fee includes four (4) hours plan review and up to four (4) hours field inspection time. Each additional inspection, per hour. <b>Re-submittals or revisions.</b> Additional plan review time, per half hour. Each pre-wire inspection, where required.	\$2,232.00 \$10.00/device \$ 279.00 \$ 279.00 \$ 140.00 \$ 279.00
	<b>Flammable and Combustible Liquids Under/Aboveground Tanks - Piping – Dispensing</b>	
7.1 16.1 17.1	<b>Install Underground Tanks</b>  Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) hour of site inspection time. <b>Re-submittals or revisions.</b> Additional plan review time, per half hour.	\$ 558.00 \$ 279.00 \$ 140.00
7.2 7.2b	<b>Remove Underground/Above-Ground Tank</b>  Minimum plan review base fee. Fee includes one (1) hour plan review and two (2) hours of inspection/site time. Each additional inspection/stand-by time, per hour.	\$ 837.00 \$ 279.00
7.3 7.3a 7.3b 16.1 17.1	<b>Install Aboveground Tank</b>  Minimum plan review base fee. Each additional tank. Fee includes one (1) hour plan review and one (1) hour of inspection/site time. Each additional inspection. <b>Re-submittals or revisions.</b> Additional plan review time, per half hour.	\$ 558.00 \$ 279.00 \$ 279.00 \$ 279.00 \$ 140.00

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## ENGINEERING/PLAN REVIEW - FEE SCHEDULE (Ord. 2018-21)

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7.4	<b>Abandon Underground/Above-Ground Tank in Place</b>	Minimum plan review base fee.	\$ 837.00
7.4b	Fee includes one (1) hour plan review and two (2) hours of inspection/site time.		
	Each additional inspection/stand-by time, per hour.		\$ 279.00
7.5	<b>Fuel Dispensing Modification (EVR, Dispenser changeout, other component changeout, etc.)</b>	Minimum plan review base fee.	\$ 558.00
7.5b	Fee includes one (1) hour plan review and one (1) hour of inspection time.		
16.1	Each additional inspection, per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
7.6	<b>Apply Interior Coating to Flammable Liquid Tanks</b>	Minimum plan review base fee.	\$ 837.00
7.6b	Fee includes one (1) hour plan review and two (2) hours of inspection/site time.		
	Each additional inspection/stand-by time, per hour.		\$ 279.00
	<b>Compressed Gas Systems: LPG – CNG - Medical – Cryogenics</b>		
8.1	<b>Container Exchange Programs; LPG Tank Installation Without Dispensing</b>	Minimum plan review base fee.	\$ 558.00
8.1b	Fee includes one (1) hour plan review and one (1) hour site inspection time.		
16.1	Each additional inspection, per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
8.2	<b>LPG – CNG – Hydrogen (Tank Install and/or Dispensing)</b>	Minimum plan review base fee.	\$ 837.00
8.2b	Fee includes 1½ hours of plan review and two (2) hours site inspection time.		
16.1	Each additional inspection per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
8.3	<b>Medical or Compressed Gas Systems</b>	Minimum plan review base fee.	\$ 837.00
8.3b	Fee includes one (1) hour plan review and two (2) site inspections.		
16.1	Each additional inspection, per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
8.4	<b>Cryogenics Fixed Installation</b>	Minimum plan review base fee.	\$ 837.00
8.4b	Fee includes one (1) hour plan review and two (2) site inspections.		
16.1	Each additional inspection, per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00

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8.5	<b>Compressed Gas Storage</b>	Minimum plan review base fee.	\$ 558.00
8.5b		Fee includes one (1) hour plan review and one (1) field inspection.	
16.1		Each additional inspection, per hour.	\$ 279.00
17.1		<b>Re-submittals or revisions.</b>	\$ 279.00
		Additional plan review time, per half hour.	\$ 140.00
	<b>Special Hazards - Hazardous Materials, Mechanical Systems, etc.</b>		
	<b>Battery Systems</b>		
9.1		Minimum plan review base fee.	\$ 558.00
9.1b		Fee includes one (1) hour plan review and one (1) field inspection.	
16.1		Each additional inspection per hour.	\$ 279.00
17.1		<b>Re-submittals or revisions.</b>	\$ 279.00
		Additional plan review time, per half hour.	\$ 140.00
	<b>Dust Collection Systems</b>		
9.2		Minimum plan review base fee.	\$ 698.00
9.2b		Fee includes one (1) hour plan review and two (2) site inspections.	
16.1		Each additional inspection, per hour.	\$ 279.00
17.1		<b>Re-submittals or revisions.</b>	\$ 279.00
		Additional plan review time, per half hour.	\$ 140.00
	<b>Explosives Storage</b>		
9.3		Minimum plan review base fee.	\$ 1,116.00
9.3b		Fee includes two (2) hours plan review and two (2) site inspections.	
16.1		Each additional inspection, per hour.	\$ 279.00
17.1		<b>Re-submittals or revisions.</b>	\$ 279.00
		Additional plan review time, per half hour.	\$ 140.00
	<b>Hazardous Materials Compliance Review</b>		
9.4		Minimum review of MSDS, HMMP, and/or HMIS submittals.	\$ 279.00
17.1		Fee includes one (1) hour of review time.	
		Additional plan review time, per half hour.	\$ 140.00
	<b>Hazardous Materials – Storage – Dispensing – Open/Closed Systems</b>		
9.5		Minimum plan review base fee.	\$ 1,116.00
9.5a		Fee includes two (2) hours plan review and two (2) site inspections.	
9.5b		Each additional system plan review, minimum two (2) hours.	\$ 558.00
16.1		Each additional inspection, per hour.	\$ 279.00
17.1		<b>Re-submittals or revisions.</b>	\$ 279.00
		Additional plan review time, per half hour.	\$ 140.00

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9.6	<b>Mechanical Refrigeration Systems</b>	Minimum plan review base fee.	\$ 837.00
9.6b	Fee includes one (1) hour plan review and two (2) site inspections.		
16.1	Each additional inspection, per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
	<b>High-Pile Rack Storage Systems</b>		
10.1	<b>High-Pile or Rack Storage</b>	Minimum plan review base fee.	\$ 837.00
10.1b	Fee includes 1½ hours plan review and 1½ hours of site inspection.		
16.1	Additional field inspection time, per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
	<b>Temporary Access Roads &amp; Water Supply</b>		
11.1	<b>Install a Temporary Access Road – Residential and Commercial</b>	Minimum plan review base fee for <b>one and two homes.</b>	\$ 279.00
11.1a	Minimum plan review for <b>large developments and commercial projects.</b>		\$ 558.00
11.1b	Fee includes one (1) hour plan review and one (1) field inspection.		
16.1	Each additional inspection, per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
12.1	<b>Install a Temporary Water Supply System</b>	Minimum plan review base fee.	\$ 558.00
12.1b	Fee includes one (1) hour plan review and one (1) hour of field inspection.		
16.1	Each additional inspection, per hour.		\$ 279.00
17.1	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
	<b>Miscellaneous Submittals - Alternative Means and Methods</b>		
13.1	<b>Miscellaneous Submittals or Plans Review</b>	Minimum plan review base fee.	\$ 558.00
13.1a	Plans or submittals not described elsewhere.		
13.1b	Fee includes one (1) hour plan review and one (1) field inspection.		
16.1	Additional plan review time will be charged on hourly basis.		\$ 279.00
17.1	Each additional inspection, per hour.		\$ 279.00
	<b>Re-submittals or revisions.</b>		\$ 279.00
	Additional plan review time, per half hour.		\$ 140.00
13.2	<b>Alternative Means and Methods Requests or Code Interpretation Review</b>	Minimum review base fee.	\$ 558.00
17.1	Fee includes two (2) hours of plan review/consultation time.		
	Additional plan review time, per half hour.		\$ 140.00



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<b>Expedite Plan Review Requests and Reviews Expedited as a Result of Working <u>without</u> Approved Plans</b>		
13.3	<b>Working without approved plans</b> Minimum plan review fees (overtime), two (2) hour minimum. <i>plus applicable plan review fees.</i>	\$ 558.00
13.3a	Additional plan review time, per hour	\$ 279.00
13.4	<b>Expedited Plans</b> Minimum plan review fees (reviewed after normal business hours), two (2) hour minimum. <i>plus applicable plan review fees.</i>	\$ 558.00
13.4a	Additional plan review time, per hour. <b>All revisions will be performed on an expedited/overtime basis at \$ 279.00 per hour with a two hour minimum.</b> <b><u>Total fees will include all applicable plan review fees plus expedite/overtime fees.</u></b>	\$ 279.00
13.6	<b>Demolition Permit pursuant to Chapter 14, CFC</b>	\$ 279.00
<b>Copies, Microfilm, Instructional</b>		
<b>Photocopies</b>		
14.1	Minimum fee per page, letter or legal size.	\$ .20 / page
<b>Microfilm, Laser Fiche Retrieval</b>		
14.2	Minimum fee per ¼ hour of review.	\$ 9.00
14.2a	Plus \$ .20 per page.	\$ .20 / page
<b>Copies of Photos</b>		
14.3	\$9.00 per ¼ hour.	\$ 9.00
14.3a	Plus the actual cost of photos.	
<b>Instructional Services</b>		
14.4	Minimum instructional fee.	\$ 558.00
14.4b	Fees include two (2) hours of instruction service during normal working hours. Each additional hour.	\$ 279.00
<b>Additional Charges and Inspection Time</b>		
15.1	Additional inspection time during normal business hours, per half hour.	\$ 140.00
15.2	Additional inspection time after normal business hours, per hour.	\$ 279.00
15.3	Overtime and weekend inspections, <b><u>two (2) hour minimum.</u></b>	\$ 558.00
16.1	Re-submittals or revisions.	\$ 279.00
17.1	Additional plan review time, \$ 140.00 per half hour.	\$ 140.00
<b>Plan Archival</b>		
18.1	Plan Archival Fee to archive plans electronically, per page.	\$2.00 / page



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- **Minimum review and inspection fees are based on \$ 279.00 per hour during normal business hours, unless otherwise noted.**
- **Normal business hours are between 0800hrs and 1700hrs, Monday - Friday.**
- **All overtime fees are assessed at \$ 279.00 per hour for a two-hour minimum, unless otherwise noted.**
- **Overtime rates apply to weekends, holidays, and all times outside normal business hours.**
- **Expedited plan reviews are conducted after normal business hours.**
- **Total fees assessed will be the sum of all applicable plan review fees including expedite/overtime fees.**
- **Revisions to previously submitted plans, including plans requiring re-submittal and/or client generated changes, will be assessed \$ 279.00 for each hour of plan review. Reviews conducted and requiring more than one hour of plan review time during normal business hours will be assessed \$140.00 per half hour.**

Authority

Health & Safety: §§ 13114, 13131.5, 13143.2 (b, c, d, e), 13145, 13147, 13143.9,  
13146 (a) (1) (b), (d), e), 13862, 13869, 13869.7, 13875, 13916, 17921, 17951, 17962  
Government Code § 7303.7, 6253(b)  
Fire District Ordinance: No. 2010-15  
Title 19, CCR: § 1.12(a) & 3.28  
California Fire Code: § 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2



# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

## FIRE PREVENTION BUREAU

CCCFPD  
ORDINANCE  
2018 – 21  
Date of Adoption  
July 10, 2018

SUBJECT:

## CODE ENFORCEMENT - FEE SCHEDULE

### Exhibit 'B'

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Permit Code	Permit/Activity	Fee
	<b>OPERATIONAL PERMITS</b>	
FC – 01	<b>Aerosol Products</b> Permit to store, manufacture, or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds net weight.	\$ 279.00
FC – 02	<b>Amusement Buildings</b> Permit to operate a special amusement building.	\$ 279.00
FC – 03	<b>Aviation Facilities</b> Permit to use Group-H or Group-S occupancies for aircraft servicing or the repair of aircraft, including aircraft fuel-servicing vehicles. <u>Does not include permits for hot works, flammable/combustible spraying operations, or hazardous materials.</u>	\$ 558.00
FC – 04	<b>Carbon Dioxide Systems used in Beverage Dispensing Applications</b> Permit to operate a carbon dioxide system used for beverage dispensing having more than 100 pounds of carbon dioxide.	\$ 279.00
FC – 05	<b>Carnivals, Fairs, Festivals, and Exhibitions</b> Permit to operate a carnival, fair, festival, or exhibition.	
FC – 05.1	Inspections conducted during normal work hours – (1.25 hours).	\$ 349.00
FC – 05.2	Additional inspection time during normal business hours, per ½ hour.	\$ 140.00
FC – 05.3	Additional inspection time <b>after normal business hours</b> , per hour.	\$ 279.00
FC – 05.4	<b><u>Overtime and weekend inspections:</u></b> <u>Two hour minimum fee.</u>	\$ 558.00
FC – 06	<b>Cellulous Nitrate Film</b> Permit to store, use, or handle cellulose nitrate film in a Group A occupancy.	\$ 419.00
FC – 07	<b>Combustible Dust Production</b> Permit to operate facility with operations producing combustible dust (e.g., grain elevator, flower starch mill, fee mill, or a plan pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, etc.).	
FC – 07.1	Up to 2500 sq. ft.	\$ 279.00
FC – 07.2	More than 2500 sq. ft.	\$ 558.00

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FC – 08	<b>Combustible Fibers</b> Permit to store or handle combustible fibers in excess of 100 cu. ft.	\$ 558.00
FC – 09	<b>Compressed Gas</b> Permit to store, use, or handle compressed gases at normal temperature and pressure in excess of the amounts listed in Table 105.6.9 of the CFC.	\$ 349.00
FC – 10	<b>Covered and Open Mall Buildings</b> Permit for the placement of retail fixtures and displays, concession equipment, displays of highly combustible goods, liquid or gas-fired equipment, and the use of open flame or flame producing equipment in the mall.	\$ 349.00
FC – 11	<b>Cryogenic Fluids</b> Permit to produce, store, transport on site, use, handle, or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.11 of the CFC.	\$ 349.00
FC – 12	<b>Cutting and Welding</b> Permit to conduct cutting or welding operations.	\$ 349.00
FC – 13	<b>Dry Cleaning</b> Permit to engage in dry cleaning operations or to change to a more hazardous cleaning solvent in existing dry cleaning equipment.	\$ 349.00
FC – 15a	<b>Explosives</b> Permit to manufacture, store, handle, sell, or use any quantity of explosives or explosive materials. <u>See FC – 38 for permits regarding fireworks or pyrotechnic special effects.</u>	
FC – 15a.1	Up to 100 lbs.	\$ 558.00
FC – 15a.2	More than 100 lbs.	\$ 838.00
FC – 15b	<b>Gunpowder Sales</b> Permit for the resale of gunpowder (does not include inspection fees required in FC – 15b.3).	
FC – 15b.1	Up to 100 lbs.	\$ 2.00
FC – 15b.2	More than 100 lbs.	\$ 10.00
FC – 15b.3	Inspection time, per ½ hour.	\$ 140.00
FC – 16	<b>Fire Hydrants and Valves</b> Permit to use or operate fire hydrants or valves intended for fire suppression. <u>See Engineering Fee Schedule for temporary construction water supplies.</u>	\$ 279.00

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## CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2018-21)

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	<b>Flammable and Combustible Liquids</b>	
FC – 17a	Permit to use or operate a pipeline for the transportation within facilities of flammable or combustible liquids.	\$ 349.00
FC – 17b	Permit to store, handle, or use Class I liquids.	
FC – 17b.1	In excess of 5 gallons – <u>Inside</u> .	\$ 349.00
FC – 17b.2	In excess of 10 gallons – <u>Outside</u> .	\$ 558.00
FC – 17c	Permit to store, handle, or use Class II or Class III liquids.	
FC – 17c.1	In excess of 25 gallons – <u>Inside</u> .	\$ 349.00
FC – 17c.2	In excess of 60 gallons – <u>Outside</u> .	\$ 349.00
FC – 17d	Permit to store, handle, or use class IIIB liquids in tanks or portable tanks for fueling motor vehicles at motor fuel dispensing facilities or where connected to fuel-burning equipment.	\$349.00
FC – 17e	Permit to remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.	\$ 349.00
FC – 17f	Permit to place temporarily out of service (for more than 90 days) an underground, protected above-ground, or above-ground flammable or combustible liquid tank.	\$ 838.00
FC – 17g	Permit to change the type of contents stored in a flammable or combustible liquid tank to a material that poses a greater hazard than that for which the tank was designed and constructed.	\$ 349.00
FC – 17h	Permit to manufacture, process, blend, or refine flammable or combustible liquids.	\$ 558.00
	<b>Floor Finishing</b>	
FC – 18	Permit to use Class I or Class II liquids for the refinishing of floorings in excess of 350 sq. ft.	\$ 349.00
	<b>Fruit and Crop Ripening</b>	
FC – 19	Permit to operate a fruit or crop ripening facility or conduct a fruit-ripening process using ethylene gas.	\$ 279.00
	<b>Fumigation and Insecticidal Fogging</b>	
FC – 20	Permit to operate a business of fumigation or insecticidal fogging and to maintain a room, vault, or chamber in which a toxic or flammable fumigant is used.	N/C

SUBJECT:

## CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2018-21)

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FC – 21	<b>Hazardous Materials</b> Permit to store, transport on site, dispense, use, or handle hazardous materials in excess of the amounts listed in Table 105.6.21 of the CFC.	
FC – 21.1	1-5 products.	\$ 279.00
FC – 21.2	5-10 products.	\$ 838.00
FC – 21.3	11 or more products.	\$ 1,395.00
FC – 22	<b>HPM Facilities</b> Permit to store, handle, or use hazardous production materials.	\$ 1,395.00
FC – 23	<b>High-Piled Storage</b> Permit to use a building or portion thereof for high-pile storage in excess of 500 square feet.	
FC – 23.1	Up to 5,000 sq. ft.	\$ 558.00
FC – 23.2	More than 5,000 sq. ft.	\$ 838.00
FC – 24	<b>Hot Work</b> Permit to conduct hot work.	\$ 140.00
FC – 25	<b>Industrial Oven</b> Permit to operate an industrial oven.	\$ 558.00
FC – 26	<b>Lumber Yards and Woodworking Plants</b> Permit for the storage or processing of lumber exceeding 100,000 board feet.	\$ 558.00
FC – 27	<b>Liquid- or Gas-Fueled Vehicles or Equipment in Assembly Buildings</b> Permit to operate, display, or demonstrate liquid- or gas-fueled equipment in assembly buildings.	\$ 279.00
FC – 28a	<b>LPG</b> Permit to dispense, store, and use LPG.	\$ 349.00
FC – 28b	Permit to operate a plant/facility.	\$ 558.00
FC – 28c	Permit to exchange cylinders only – no refilling.	\$ 279.00
FC – 29	<b>Magnesium</b> Permit to melt, cast, heat, cast, or grind more than 10 lbs.	\$ 419.00
FC – 30	<b>Miscellaneous Combustible Storage</b> Permit to store in any building or upon any premises in excess of 2,500 cu. ft. gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork, wood or plastic pallets, or similar combustible materials.	\$ 558.00

SUBJECT:

## CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2018-21)

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FC – 31a	<b>Motor Fuel-Dispensing Facilities</b> Permit to operate automotive, marine, and fleet motor fuel-dispensing facilities.	\$ 558.00
FC – 31b	Permit to dispense liquid fuels from tank vehicles into the fuel tanks of motor vehicles, marine craft, and other special equipment at approved locations. Also includes the limited or temporary fueling operations for special events (e.g., the fueling of watercraft from shore, piers, floats, or barges).	\$ 279.00
FC – 33	<b>Open Flames and Torches</b> Permit to remove paint with a torch, or to use a torch or open flame device in a wildfire risk area.	\$ 279.00
FC – 34	<b>Open Flames and Candles</b> Permit to use open flames or candles in connection with restaurants, public assemblies, or drinking establishments.	\$ 279.00
FC – 35	<b>Organic Coatings</b> Permit to manufacture any organic coating in excess of 1 gallon in one day.	\$ 279.00
FC – 36	<b>Public Assemblies</b> Permit to operate place of assembly.	
FC – 36.1	Occupancy load 50-100	\$ 349.00
FC – 36.2	Occupancy load 101-200	\$ 558.00
FC – 36.3	Occupancy load 201-299	\$ 558.00
FC – 36.4	Occupancy load 300 +	\$ 838.00
FC – 38a	<b>Pyrotechnic Special Effects Material</b> Permit to use or handle fireworks or pyrotechnics <u>inside</u> .	
FC – 38a.1	Inspections during normal work hours – (2 hours).	\$ 558.00
FC – 38a.2	<u>Additional inspection time during normal business hours, per ½ hour</u>	\$ 140.00
FC – 38a.3	<u>Additional inspection time after normal business hours, per hour</u>	\$ 279.00
	<b><u>Overtime and weekend inspections:</u></b>	
FC – 38a.4	<u>Two-hour minimum fee.</u>	\$ 558.00
FC – 38b	Permit to use or handle fireworks or pyrotechnics <u>inside</u> , including fireworks aerial displays.	
FC – 38b.1	Inspections during normal work hours – (2.5 hours).	\$ 698.00
FC – 38b.2	<u>Additional inspection time during normal business hours, per ½ hour</u>	\$ 140.00
FC – 38b.3	<u>Additional inspection time after normal business hours, per hour</u>	\$ 279.00
FC – 38b.4	<b><u>Overtime and weekend inspections:</u></b> <u>Three hour minimum fee.</u>	\$ 837.00

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## CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2018-21)

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FC – 39	<b>Pyroxylin Plastics</b> Permit to store or handle more than of 25 lbs. of cellulose nitrate (pyroxylin) plastics, or to assemble or manufacture articles involving pyroxylin plastics.	\$ 279.00
FC – 40	<b>Refrigeration Equipment</b> Permit to operate a mechanical refrigeration unit or system.	\$ 419.00
FC – 41	<b>Repair Garages</b> Permit to operate an engine or motor vehicle repair garage, including automotive, marine and similar fueled apparatus.	
FC – 41.1	1 – 4 repair bays	\$ 349.00
FC – 41.2	5 – 8 repair bays	\$ 419.00
FC – 41.3	More than 8 repair bays	\$ 558.00
FC – 42	<b>Rooftop Heliport</b> Permit to operate a rooftop heliport.	\$ 279.00
FC – 43	<b>Spraying or Dipping</b> Permit to conduct spraying or dipping operations utilizing flammable or combustible liquids or the application of combustible powder.	\$ 349.00
FC – 44	<b>Storage of Scrap Tires and Tire Byproducts</b> Permit to establish, conduct, or maintain storage of scrap tires and tire byproducts in excess of 2,500 cu. ft. of total volume. <u>See FC – 58 for indoor tire storage.</u>	\$ 558.00
FC – 45a	<b>Temporary Membrane Structures and Tents</b> Permit to operate an air-supported temporary membrane structure, including tents and canopies, having an area in excess of 400 sq. ft. (inspections during normal work hours only).	
FC – 45a.1	401 sq. ft. to 699 sq. ft.	\$ 140.00
FC – 45a.2	700 sq. ft. to 5,000 sq. ft.	\$ 279.00
FC – 45a.3	More than 5,000 sq. ft.	\$ 419.00
FC – 45a.4	Additional inspection time <b>during normal business hours</b> , per ½ hour.	\$ 140.00
FC – 45a.5	Additional inspection time <b>after normal business hours</b> , per hour.	\$ 279.00
FC – 45a.6	<u><b>Overtime and weekend inspections:</b></u> <u>Two-hour minimum fee.</u>	\$ 558.00
FC – 45b	Permit to extend the use of a tent, canopy, or air-supported structure for an additional 180 days. (1 extension per structure)	\$ 279.00
FC – 46	<b>Tire Rebuilding Plant</b> Permit to operate and maintain a tire rebuilding plant.	\$ 558.00
FC – 47	<b>Waste Handling Facility</b> Permit to operate a wrecking yard, junkyard, or waste handling facility.	\$ 558.00

SUBJECT:

## CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2018-21)

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FC – 48	<b>Wood Products</b> Permit to store chips, hogged material, lumber, or plywood in excess of 200 cu. ft.	\$ 558.00
FC – 50	<b>Asbestos Removal</b> Permit to conduct asbestos removal operations.	\$ 279.00
FC – 51	<b>Automobile Wrecking or Dismantling Yard</b> Permit to operate an automobile wrecking or dismantling yard.	\$ 558.00
FC – 52	<b>Battery Systems</b> Permit to operate stationary lead-acid battery systems having a liquid capacity of more than 50 gallons.	\$ 279.00
FC – 53	<b>Christmas Tree Sales</b> Permit to operate a Christmas Tree lot.	\$ 558.00
FC – 54	<b>Emergency Responder Radio Coverage</b> Permit to operate a facility with emergency responder radio coverage systems.	\$ 140.00
FC – 56	<b>Model Rockets</b> Permit to sell model rocket motors or launch model rockets in excess of three launches per event. Permits are per site and are effective as long as site conditions remain unchanged.	\$ 279.00
FC – 56.1	Additional site inspection time, per half hour.	\$ 140.00
FC – 58	<b>Tire Storage</b> Permit to store tires in excess of 1,000 cu. ft. inside buildings.	\$ 349.00
FC – 59	<b>Oil Extraction Process</b> Permit to extract oil from organic material by a process that uses a volatile solvent or liquid carbon dioxide.	\$ 279.00
FC – 60	<b>Indoor Growing Operation</b> Permit to conduct an indoor growing operation, except agricultural greenhouses in an agricultural zone.	\$ 279.00



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## CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2018-21)

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	<b>LICENSED CARE FACILITY</b>	
	<b>24 HOURS</b>	
LC – 1	Inspection of a 24-hour licensed care facility, including: Social Rehabilitation Facility, Residential Care Facility, Assisted Living, Residential Care Facility for the Elderly, Halfway Houses, Community Correction Centers, Re-entry Centers, Treatment Programs, Work Furlough, Alcoholism or Drug Abuse Recovery/Treatment Facility, Congregate Living Health Facility, Group Homes, Immediate Care Facility, and Infant Care Facility.	
LC – 1.1	Base Fee.	\$ 279.00
LC – 1.2	Plus \$ 4.00 per unit/occupant.	\$ 4.00
LC – 2	Inspection of a 24-hour Infant Care Facility for children 2 ½ years of age and younger.	
LC – 2.1	Base Fee.	\$ 279.00
LC – 2.2	Plus \$ 4.00 per unit/occupant.	\$ 4.00
	<b>LESS THAN 24 HOURS</b>	
LC – 3	Inspection of a non-24-hour license care facility with occupant load greater than 6, including: Adult Day Care, Adult Day Support Center, Child Day Care, Infant Day Care, and Large Family Day Care Home.	
LC – 3a	<b>Adult or Day Care Facility (non-ambulatory)</b>	\$ 279.00
LC – 3a.1	Plus \$ 1.00 per unit/occupant	\$ 1.00
LC – 3b	<b>Adult or Child Large Family Day Care</b>	\$ 279.00
LC – 3b.1	Plus \$ 1.00 per unit/occupant	\$ 1.00
LC – 3c	<b>Adult or Child Day Care Center</b>	\$ 279.00
LC – 3c.1	Plus \$ 1.00 per unit/occupant	\$ 1.00
LC – 4	Inspection of a <b>Licensed Clinic</b>	\$ 279.00
	<b>SCHOOLS</b>	
	<b>School (E Occupancy)</b>	
SC – 1	Permit to operate and maintain a school.	
SC – 1.1	Occupant load less than 50.	\$ 349.00
SC – 1.2	Occupant load 50-149.	\$ 558.00
SC – 1.3	Occupant load 150-499.	\$ 558.00
SC – 1.4	Occupant load 500 or greater.	\$ 838.00

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**CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2018-21)**

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	<b>HIGH-RISE/MID-RISE - FIRE &amp; LIFE SYSTEM SAFETY INSPECTION</b>	
HR – 1	<b>High Rise</b> Inspection of a Hi-Rise building (State certification inspection) - <b>Pre 1974.</b>	\$2,232.00
HR – 2 HR – 2.1	<b>High Rise</b> Inspection of a Hi-Rise building (State certification inspection) - <b>Post 1974.</b> Plus \$.005 per sq. ft.	\$558.00 \$.006 / sq. ft.
HR – 3 HR – 3.1	<b>Mid-Rise</b> Inspection and test of life safety systems (e.g., smoke management), including where such systems are installed in lieu of fire department access or when required for the mitigation of other life safety issues or requirements. Plus \$.005 per sq. ft.	\$558.00 \$.006 / sq. ft.
	<b>HOSPITALS – INSTITUTION/JAILS</b>	
IN – 1 IN – 1.1	<b>Hospitals (medical, surgical, and psychiatric) and Nursing Homes</b> Inspection of hospital or nursing home. Plus \$ 4.00 per patient/bed.	\$ 558.00 \$ 4.00
IN – 2 IN – 2.1	<b>Out-Patient Clinics</b> Inspection of out-patient clinic with more than 5 patients. Plus \$ 4.00 per unit/occupant.	\$ 279.00 \$ 4.00
IN – 3	<b>Police Services Facilities (holding cells)</b> Inspection of police services facilities and DOJ review (includes the approval of Evacuation & Life Safety Procedures).	\$ 279.00
IN – 4	<b>Adult/Juvenile Detention Facilities</b> Inspection of adult and/or juvenile detention facilities.	\$ 838.00
	<b>MULTI-RESIDENTIAL (hotel, motel, apartments, condominiums)</b>	
MR – 1 MR – 1.1	<b>Motel/Hotel</b> Inspection of a hotel or motel. Plus \$ 4.00 per unit.	\$ 419.00 \$ 4.00 / unit
MR – 2 MR – 2.1	<b>Apartments/Condominiums</b> Inspection of apartments or condominiums, three stories or more. Plus \$ 4.00 per unit.	\$ 419.00 \$ 4.00 / unit
MR – 3 MR – 3.1	Inspection of apartments or condominiums, less than three stories. 3 – 12 units, base fee.	\$ 100.00
MR – 3.2	13 - 30 units, base fee.	\$ 140.00
MR – 3.3	Plus \$ 3.00 per unit.	\$ 3.00 / unit
MR – 3.4	31 or more units, base fee.	\$ 140.00
MR – 3.5	Plus \$ 4.00 per unit.	\$ 4.00 / unit

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	<b>BURNING PERMIT</b>	
	<b>Agricultural Burn Permit - BAAQMD 5-401.11</b>	
BP – 1	Range Management.	\$ 140.00
BP – 2	Open Burning: Recreational-Bonfire Permit.	\$ 279.00
BP – 3	Religious Service Burn Permit.	N/C
	<b>FALSE ALARMS</b>	
	<b>Nuisance (Repeated) False Alarms</b>	
NA – 1	Engine company response, after three (3) reported false alarms within a 180-day period. <u>Includes: alarm sounding, water-flow alarms, and smoke or heat detectors.</u>	\$ 406.00
	<b>MISCELLANEOUS INSPECTIONS</b>	
	<b>Change of Occupancy/Site Inspection/Miscellaneous Inspection</b>	
OC – 1	Site, miscellaneous, or requested inspection for a change of occupancy, including, but not limited to, inspections conducted when required by Building Official, Planning, or other governmental agency, and where not elsewhere listed. <u>Provides 1 hour of inspection time.</u>	\$ 279.00
	<b>Third or Non-Compliant Inspections</b>	
RI – 1	Inspection for third and/or non-compliant inspections, per inspection.	\$ 279.00
	<b>Group B/M Occupancy</b>	
SI – 1	Inspection of Group B/M Occupancy. <u>Provides 1/2 hour of inspection time.</u>	\$ 140.00
SI – 1.1	Additional inspection time, per 1/2 hour.	\$ 140.00
	<b>HOURLY INSPECTION – OVERTIME - INSTRUCTIONAL RATES</b>	
IT – 1	Additional inspection or instructional time <b>during normal business hours</b> , per half hour.	\$ 140.00
IT – 2	Additional inspection time or instructional time <b>after normal business hours</b> , per hour.	\$ 279.00
	<b><u>Overtime and weekend inspections:</u></b>	
IT – 3	<u>Two hour minimum fee.</u>	\$ 558.00

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	<b>COPY SERVICES</b>	
CO – 1	<b>Photocopies</b> Letter or legal size, per page.	\$ .20 / page
CO – 2	<b>Microfilm Retrieval</b> Minimum fee, provides ¼ hour.	\$ 9.00
CO – 2.1	Additional time, per ¼ hour.	\$ 9.00
CO – 2.2	Plus \$.20 per page.	\$ .20 / page
CO – 3	<b>Copies of Photos</b> Fee, per ¼ hour.	\$ 9.00
CO – 3.1	Plus actual cost of photos.	

- Inspection fees are based on \$279.00 per hour during normal business hours.
- Normal business hours are between 0800hrs and 1700hrs, Monday – Friday.
- Inspection and/or permit fees will be assessed at the time of the primary inspection.
- All inspection/permit fees include one (1) primary and one (1) re-inspection, unless otherwise noted.
- Occupancies requiring three (3) or more inspections for compliance will be assessed an additional \$279.00 fee for each inspection.

### Authority

Health & Safety Code: §§ 12101, 12640, 13109, 13113, 13116, 13131.5, 13143.2 (b), (c), (d), (e), 13143.9, 13145, 13146(a)(1)(b), (c), (e), 13146.1, 13146.2 (a), (b), 13146.3, 13916, 13235, 13862, 13869, 13869.7, 13875, 13874, 17921, 17951, 17962

Government Code: §§ 6103.7, 6253(b)

California Fire Code: §§ 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2

Title 19, CCR: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, and 1035.

Fire District Ordinance No. 2016-23.

# FIRE PREVENTION BUREAU FEES

(Supporting Facts for Fire Prevention Bureau Fee Schedule)

## Attachment 1

**Positions assigned to the Fire Prevention Bureau:**

Senior Clerk  
 Fire Inspector  
 Fire Prevention Captain (50% supervision)  
 Fire Marshal (20% supervision/administration)

**Productive  
Hourly Rate**

**Senior Clerk**

Monthly Salary & Benefits Cost	\$ 7,420.08	
Annual Salary & Benefits Cost	\$ 89,041.00	
Hourly costs (2080 hours/yr.)	\$ 42.81	
(Hourly Rate)		<b>\$ 42.81</b>

**Fire Inspector II**

Monthly Salary & Benefits Cost	\$ 21,023.13	
Annual Salary & Benefits Cost	\$ 252,277.56	
Hourly costs (2080 hours/yr.)	\$ 121.29	
(Hourly Rate)		<b>\$ 121.29</b>

**Fire Prevention Captain**

Monthly Salary & Benefits Cost	\$ 24,092.97	
Annual Salary & Benefit Cost	\$ 289,115.63	
Hourly costs (2080 hours/yr.)	\$ 139.00	
(Hourly Rate – 50% supervision)		<b>\$ 69.50</b>

**Fire Marshal**

Monthly Salary & Benefits Cost	\$ 29,169.50	
Annual Salary & Benefits Cost	\$ 350,033.96	
Hourly costs (2080 hours/yr.)	\$ 168.29	
(Hourly Rate - 20% supervision/administration)		<b>\$ 33.66</b>

<b><u>Fire Prevention Bureau Hourly Personnel Costs Inspector II</u></b>	<b><u>\$ 267.26</u></b>
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Information Technology Recovery Fee (\$5.00 per inspection hour)	\$ 5.00
Communications Technology Recovery Fee (\$2.00 per inspection hour)	\$ 2.00
Vehicle Costs (\$3.65 per hour)	\$ 3.65
Office costs per person	<u>\$ 1.52</u>

<b>Fire Prevention Bureau Total Productive Hourly Rate</b>	<b>\$ 279.43</b>
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# **FIRE PREVENTION BUREAU OPERATING COSTS**

## **Vehicle & Office Space Costs**

### **Attachment 2**

#### **Vehicle Operating Costs**

AAA Cost/ mile	Miles/ year	Total/ year	Cost/ hour
\$ 0.76	10000	\$ 7,600.00	\$ 3.65

(Figures are based on AAA Driving Costs report for 2016.)

#### **Calculations for Operating Vehicle Costs**

In its yearly study on vehicle costs, the AAA found that motorists pay an average of 76 cents a mile, or \$ 7,600 a year for 10,000 miles of motoring for a medium size sedan, similar to what is used by Fire Prevention Bureau personnel.

Costs take into account gas, oil, maintenance and tires, as well as insurance, depreciation, financing charges, license, title and registration.

**Total Vehicle  
Operating Cost Per  
Hour                      \$3.65**

#### **Office Space Operating Cost**

Figures are estimates for Clerical and Prevention Personnel includes: Janitorial supplies, utilities and maintenance based on 100 square feet per person.

Space/ person	Cost/ sq. ft.	Total/ month	Total/ year	Cost/ hour
100 sq. ft.	\$ 2.50	\$ 250.00	\$ 3,000.00	<b>\$ 1.44</b>

Additional office costs includes: office supplies, business cards, paper, etc.

Additional costs/ person	Total/ year	Cost/ hour
\$ 145.00	\$ 1740.00	<b>\$ 0.08</b>

**Total Office Space  
Operating Cost                      \$1.52  
Per Hour**

\*All calculations based on 2,080 labor hours per year

# FIRE DEPARTMENT SURVEY

## Attachment 3

1. San Francisco	Plan Review	Fees Based on Total Build/project Valuation
	Inspection	\$ 110.00 per hr. + \$ 345.00 Permit Fees
2. Berkeley Fire	Plan Review	\$ 235.00 per hr.
	Inspection	\$ 340.00 per hr.
3. San Ramon Valley FPD	Plan Review	\$ 319.00 per hr.
	Inspection	\$ 262.00 per hr. (field inspection fee)
4. Hayward Fire	Plan Review	\$ 316.00 per hr. (Minimum charge depending on type of review)
	Inspections	\$ 210.00 per hr. + per facility type charge
5. CCC Fire Protection District	Plan Review	\$ 279.00 per hr.
	Inspection	\$ 279.00 per hr.
6. Sacramento Metro FPD	Plan Review	\$ 262.00 per hr. (2 hour minimum)
	Inspection	\$ 262.00 per hr. (1 hour minimum)
7. San Jose Fire Department	Plan Review	\$ 230.00 per hr.
	Inspection	\$ 259.00 per hr.
8. Richmond FD	Plan Review	\$ 239.00 per hr.
	Inspection	\$ 239.00 per hr.
9. San Mateo	Plan Review	\$ 162.00 per hour + base fee depending on project type
	Inspection	\$ 236.00 per hr.
10. Vallejo Fire	Plan Review	26% of building permit fee
	Inspection	\$ 203.00 per hr.
11. Vacaville Fire Department	Plan Review	\$ 196.00 per hr. + fees based on project valuation
	Inspection	\$ 196.00 per hr.
12. Santa Clara City Fire Department	Plan Review	\$ 140.00 per hr. + fees based on project valuation
	Inspection	\$ 140.00 per hr. + Permit Fee

### Average Per/Hour Costs

Plan Review	\$ 268.63 per hour*
Inspection	\$ 248.64 per hour**

\*Those jurisdictions surveyed that base their plan review on building valuation or charge additional fees are not included in the average costs, minimum hour requirements not considered.

\*\*Does not consider minimum hour requirements.



# **FIRE DISTRICT FALSE ALARM OPERATING COSTS**

## **Emergency Apparatus Response**

### **Attachment 4**

Current Fire District policy is to respond one emergency apparatus to every reported alarm sounding. This change in policy from requiring two apparatus to respond on all initial fire alarms was a result of the extremely high percentage of nuisance and false fire alarm calls coupled with limited emergency resources available within the Fire District.

The average single apparatus response time from report of alarm to clearing the incident is approximately 20 minutes per response.

Fire Apparatus Equipment (1500 GPM – Type I Engine) hourly rate	\$ 106.00
Engine/Truck Company Personnel Costs (3 person crew Firefighter/Engineer/Captain)	
Hourly rate per crew (salary/benefits/personnel costs)	\$ 277.80
Hourly rate for 1 Engine/Truck company including personnel	<b><u>\$ 383.80</u></b>
Fractional cost based on 20-minute commitment: \$383.80 per hour x .33	\$ 126.65
Cost of one (1) apparatus per response (20 minutes)	\$ 126.65
Cost follow-up Fire Prevention personnel (one hour)	<u>\$ 279.00</u>
Total cost per false alarm response	\$ 405.65
(\$406.00)	

The California Fire Code, as locally amended by the current Fire District Ordinance No. 2016-23, authorizes the Fire District to charge a fee for false and/or nuisance fire alarms, as follows:

**401.5.1 Nuisance Fire Alarm Fee.** A fee may be charged for false and/or nuisance fire alarms in accordance with a fee schedule adopted by the Board of Directors.

# Multi-Residential Fee Schedule Descriptions

## Attachment 5

### APARTMENTS OR CONDOMINIUMS (Occupancies 3 stories and greater)

#### MR - 2 Base Fee of \$279.00\* + \$4.00 Per Unit

These occupancies are buildings that have living units built on grade or constructed above the garage. These occupancies may have common exterior balconies serving 3 or more units, exit corridors and/or enclosed or open stairways. These occupancies will also be equipped with automatic fire sprinklers throughout and may have manual and/or smoke detection systems.

### APARTMENTS OR CONDOMINIUMS (Occupancies less than 3 stories)

#### MR - 3 3 – 12 Units, Base Fee \$ 100.00\*

#### MR - 4 13 - 30 Units, Base Fee \$ 140.00\* + \$3.00 Per Unit

#### MR - 5 31+ Units, Base Fee \$ 140.00\* + \$4.00 Per Unit

These occupancies are buildings that have living units built on grade or constructed above the garage with no interior corridors or enclosed stairwells. Typically these occupancies range from small stand-alone apartments or condominiums to large planned unit developments.

**Note:** *parking or lower garage levels are not considered a story unless there are living units also on the same ground level as the parking level.*

### LICENSED CARE FACILITIES

#### LC – 1 and 2 Base fee of \$279.00\* + \$4.00 Per Unit

These occupancies are licensed by Community Care Licensing and may have ambulatory and/or non-ambulatory occupants. These occupancies range from a single to multi-story buildings. These properties typically have interior common dining and laundry facilities, and operate on a 24 hour basis.

#### LC-3 through LC-6 Base fee of \$279.00\* + \$1.00 Per Unit/occupant

These occupancies are licensed by Community Care Licensing and may have ambulatory and/or non-ambulatory occupants. These occupancies range from a single to multi-story buildings. These properties typically have interior common dining and laundry facilities, and operate on less than a 24 hour basis.

\*All fees listed include 2 inspections (1 primary and 1 re-inspection). All third and subsequent inspections may result in additional inspections fees. All third inspection fees will be assessed at \$ 279.00 per inspection hour.



**Contra  
Costa  
County**

To: Contra Costa County Fire Protection District Board of Directors

From: Dianne Dinsmore, Human Resources Director

Date: July 10, 2018

Subject: Establish Classification of Fire Equipment Mechanic II and Reallocate Salary of Lead Fire Equipment Mechanic

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22317 to establish the classification of Fire Equipment Mechanic II (PMTTC) (represented) at salary plan and grade TB5 1000 (\$6,766 - \$7,460) AND reallocate the salary of the Lead Fire Equipment Mechanic (PMNC) (represented) classification from salary plan and grade TB1716 (\$6,716 - \$7,404) to salary plan and grade TB5 1001 (\$7,832 - \$8,635) on the salary schedule for the Contra Costa County Fire Protection District.

**FISCAL IMPACT:**

The specific annual cost to establish the Fire Equipment Mechanic II classification will depend on the number of candidates who meet the minimum qualifications for that classification during FY 2018-19. The potential estimated annual cost range is \$17,630 - \$86,000. Of that amount, \$4,045 - \$18,100 can be attributed to retirement cost increases. The salary reallocation for Lead Fire Equipment Mechanic will result in an estimated annual cost of \$21,250 for the full fiscal year 2018-19. Approximately \$4,875 of that amount is attributable to an increase in retirement costs. These potential increases were included in the District's FY 2018-19 Recommended Budget.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **07/10/2018** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 10, 2018

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Denise Cannon,  
925-941-3300 x1301

By: , Deputy

cc:

### BACKGROUND:

The Contra Costa County Fire Protection District (District) has carried multiple vacancies in the apparatus shop for several years. As a result, the District has been forced to send maintenance and repair work to external fire apparatus repair facilities. A recent apparatus shop study concluded that using our internal fleet services division is more cost effective and timely than sending maintenance and repair work to external vendors. The District's attempts to recruit qualified Fire Equipment Mechanic candidates have been unsuccessful. The primary reason is that the salary range for Fire Equipment Mechanic is 23-27% below other fire agencies' salaries. These figures are based on a recent fleet services study conducted by an outside consultant in October 2016 and a salary survey completed by County Human Resources in December 2017. The District supports adopting the consultant's recommendation of utilizing Fire Equipment Mechanic I as an entry level classification. After incumbents complete specialized fire emergency vehicle and pump training and receive the required certifications, they will be eligible to be flexibly staffed up to the newly established classification of Fire Equipment Mechanic II. This will allow the District to establish a career ladder for internal personnel growth opportunities. The District worked with County Human Resources, Labor Relations, and Teamsters, Local 856 to meet and confer on the new job descriptions and salary ranges. The attached memorandum memorializes this agreement.

### CONSEQUENCE OF NEGATIVE ACTION:

The District is in critical need of filling five (5) Fire Equipment Mechanic vacancies and will not be able to adequately attract and retain qualified candidates if this action is not approved.

### ATTACHMENTS

P300 No. 22317

# POSITION ADJUSTMENT REQUEST

NO. 22317  
DATE 7/3/2018

Department No./

Department Contra Costa County Fire Protection District Budget Unit No. 7300 Org No. 7300 Agency No. 70

Action Requested: ADOPT Position Adjustment resolution No. 22317 to establish the classification of Fire Equipment Mechanic II (PMTTC) (represented) at salary plan and grade TB5 1000 (\$6,766 - \$7,460); reallocate the salary of the Lead Fire Equipment Mechanic (PMNC) (represented) classification from salary plan and grade TB1716 (\$6,716 - \$7,404) to salary plan and grade TB5 1001 (\$7,832 - \$8,635) on the salary schedule for the Contra Costa County Fire Protection District.

Proposed Effective Date: 07/01/18

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$75,190.00

Net County Cost \$0.00

Total this FY \$68,924.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Budgeted in CCCFPD General Fund for FY 2018-19

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Jackie Lorrekovich

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

7/5/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/3/2018

Establish the classification of Fire Equipment Mechanic II (PMTTC) (represented) at salary plan and grade TB5 1000 (\$6,766 - \$7,460) AND reallocate the salary of the Lead Fire Equipment Mechanic (PMNC) (represented) classification from salary plan and grade TB1716 (\$6,716 - \$7,404) to salary plan and grade TB5 1001 (\$7,832 - \$8,635) on the salary schedule.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_ (Date)

Tina Pruett

7/3/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 7/5/2018

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

Timothy M. Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors  
and County Administrator

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: July 10, 2018

Subject: Contract Extension for Development Impact Fee and CFD Study

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or his designee, to execute a contract amendment with Willdan Financial Services, effective June 30, 2018, to extend the term from June 30, 2018, to January 31, 2019, for a Development Impact Fee Study, with no change to the contract payment limit.

**FISCAL IMPACT:**

There is no change in the contract payment limit of \$46,000.

**BACKGROUND:**

The Contra Costa County Fire Protection District (District) executed a contract with Willdan Financial Services effective September 15, 2016, to conduct a Development Impact Fee Study and assist in updating existing development impact fees to reflect current fire facility costs and growth projections within the District. Completion of the project has been temporarily stayed. This action requests an extension of the current contract termination date to January 31, 2019, to allow the District access to the contractor for any follow up issues that may arise within the six months.

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☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **07/10/2018** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 10, 2018

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Lewis Broschard, Deputy Fire Chief (925) 941-3300 x 1101

By: , Deputy

cc:



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: July 10, 2018

Subject: Contract for Ambulance Program Oversight and Training

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with AP Triton, LLC, in an amount not to exceed \$216,000, for ambulance program consulting services from May 1, 2018 to April 30, 2021.

**FISCAL IMPACT:**

\$216,000 for three years: Budgeted; 100% EMS Transport Fund

**BACKGROUND:**

The Contra Costa County Fire Protection District (District) became the exclusive operator for emergency ambulance service in Emergency Response Areas 1, 2, and 5 within Contra Costa County as of January 1, 2016. The contractor, AP Triton, LLC, has experience in establishing and managing a fire-based emergency ambulance program, including resource deployment, recovery of federal reimbursement funds, monitoring legislative activity and industry trends, and other related services. The District has contracted with AP Triton, LLC for ambulance program oversight since November 1, 2015. This contract will allow the District to continue to use AP Triton's services for another three years.

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☐ OTHER

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ATTESTED: July 10, 2018

Contact: Terence Carey, Assistant Fire Chief  
EMS (925) 941-3300 x 1104

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



CONSEQUENCE OF NEGATIVE ACTION:

The District's will be without the contractor's oversight and monitoring of the District's fire-based emergency ambulance service program.

CHILDREN'S IMPACT STATEMENT:

Approximately 10% of emergency medical service responses involve children under the age of 15.