

**CENTRAL COUNTY FIRE DEPARTMENT  
Joint Powers Authority**

1399 Rollins Road  
Burlingame, CA 94010

1600 Floribunda Avenue  
Hillsborough, CA 94010



**BOARD OF DIRECTORS' MEETING  
SPECIAL MEETING AGENDA**

**3pm – Closed Session**

**Special Meeting to follow Closed Session**

***Thursday June 9<sup>th</sup>, 2016***

***Council Chambers, Hillsborough Town Hall, 1600 Floribunda Ave, Hillsborough, CA 94010***

**1. CLOSED SESSION**

- a. Conference with Labor Negotiator for Central County Firefighters Union (Fire Captains, Firefighters, Fire Inspector and Deputy Fire Marshal) and Fire Administrators (Battalion Chiefs and Fire Marshal) (GC#54957.6(a)). Agency Negotiator: Kristin Armbruster, HR Manager, Town of Hillsborough.

**2. CALL TO ORDER**

**3. PLEDGE OF ALLEGIANCE**

**4. ROLL CALL**

**5. REPORT FROM CLOSED SESSION**

**6. PUBLIC COMMENTS – NON-AGENDA**

At this time, persons in the audience may speak on any item on the agenda or any other matter within the jurisdiction of the Board. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the Board from acting on any matter which is not on the agenda. It is the policy of the Board to refer such matters to staff for investigation and/or action. Speakers are requested to fill out a "request to speak" card located on the table by the door and hand it to staff. The Chair may limit speakers to three minutes each.



**CENTRAL COUNTY FIRE DEPARTMENT**  
**Board of Directors Meeting**  
**Special Meeting Agenda – Thursday June 9<sup>th</sup>, 2016**  
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**7. CONSENT CALENDAR**

No Consent Items

**8. PUBLIC HEARING**

- a. A Public Hearing to approve the Resolution to Adopt the Amended Master Fee Schedule for the Central County Fire Department
  - i. Staff Report
  - ii. Open Public Hearing and receive comments
  - iii. Close Public Hearing
  - iv. Approve the Resolution to Adopt the Amended Master Fee Schedule for the Central County Fire Department

**9. STAFF REPORTS**

- a. Fire Chief's Update (*Oral Report*)

**10. BOARD OF DIRECTORS' COMMENTS**

**11. ADJOURNMENT**

*NOTICE: Any attendees wishing accommodations for disabilities please contact the Secretary at (650) 558-7600 at least 24 hours before the meeting. A copy of the agenda packet is available for public review at the Fire Administration Offices, 1399 Rollins Road, Burlingame from 8:00 a.m. to 4:00 p.m. before the meeting and at the meeting.*



AGENDA ITEM: 8a

MTG. DATE: June 9, 2016

## STAFF REPORT

**TO:** BOARD OF DIRECTORS

**DATE:** June 9, 2016

**FROM:** John Kammeyer, Fire Chief  
Rocque Yballa, Fire Marshal

**APPROVED BY:**   
Lisa K. Goldman, CAO

**SUBJECT:** Resolution to Adopt and Approve the Amended Master Fee Schedule for the Central County Fire Department

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### **Recommendation:**

Staff recommends that the Board adopt a resolution approving the amended master fee schedule for the Central County Fire Department.

### **Background**

There are changes to some of the prevention services that CCFD provides. The fees being added reflect a change in business to adequately recover expenses and better recognize levels of service provided by CCFD.

There are two types of annual inspections conducted by engine companies: multi-residential and commercial inspections. The engine company inspections are conducted as time permits, within business hours, and are unscheduled. There are a small number of property and business owners that request a scheduled inspection. These inspections are typically referred from the engine companies to the prevention division, to enable a higher level of expertise and scheduling. As such, new fees are recommended for the prevention referral inspections for multi-residential and commercial buildings. These new fees recognize the average time spent by prevention staff to schedule, conduct, and document the inspections.

A new fee is also recommended for conducting annual fire and life safety inspections of high-rise buildings. This inspection is currently being conducted each year as a State mandate and has been previously conducted without charge. This fee will help to offset staff costs with the increase and proposed number of high-rise buildings in CCFD's service area.

Additionally, a new fee is recommended for specific fire alarm repair and remodels. This reflects a more accurate and responsible recovery of costs associated with repair and remodels. Currently, the fire alarm permit for new system installations is the only fee available to charge for this service. This new fee reduces costs to property owners by more accurately charging for services on repairs and remodels of fire alarm systems that typically take less time to inspect and test than new alarm system installations.

**Budget Impact:**

There will be an increase in revenues due to new charges for fees and services.

**Attachments:**

1. Amended Central County Fire Department Master Fee Schedule
2. Resolution to Adopt and Approve the Amended Master Fee Schedule for the Central County Fire Department



**RESOLUTION NO. 16-07**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE  
DEPARTMENT TO APPROVE AND ADOPT THE AMENDED MASTER FEE SCHEDULE**

**RESOLVED**, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California, that,

**WHEREAS**, the Central County Fire Department has identified inspection services that necessitate the establishment of new fees to recover the staff time and related costs provided; and

**WHEREAS**, a new fee is established for multi-residential occupancies assigned to the prevention division; and

**WHEREAS**, a new fee is established for commercial occupancies assigned to the prevention division; and

**WHEREAS**, a new fee is established for State mandated high-rise building inspections; and

**WHEREAS**, a new fee is established for multi-residential or commercial fire alarm remodel or repair; and

**WHEREAS**, the Master Fee Schedule has been amended to reflect these fees as follows:

Multi-residential Occupancy Inspections Assigned to Prevention	\$200
Commercial Occupancy Inspections Assigned to Prevention	\$155
High-rise Building Inspections	\$417
Multi-residential or Commercial Fire Alarm Remodel or Repair (Device relocation/adjustment).	\$100

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Central County Fire Department approves and adopts the amended Master Fee Schedule.

Approved at a regular meeting of the Board of Directors at Hillsborough Town Hall this 9<sup>th</sup> day of June, 2016.

Signed: \_\_\_\_\_  
Marie Chuang Chair

Attest: \_\_\_\_\_  
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 16-07 adopted by the Board of Directors for the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 9<sup>th</sup> day of June, 2016, by the following vote of the members thereof:

AYES:            Board Members:        \_\_\_\_\_

NOES:           Board Members:        \_\_\_\_\_

ABSENT:        Board Members:        \_\_\_\_\_

ABSTAIN:       Board Members:        \_\_\_\_\_

## MASTER FEE SCHEDULE

<b>CENTRAL COUNTY FIRE DEPARTMENT</b> <b>Master Fee Schedule</b>			
<b>SERVICE</b>	<b>REFERENCE</b>	<b>ADOPTED FY 2015/16</b>	<b>PROPOSED FY 2016/17</b>
<b>Care Facilities Inspection</b>			
Pre-inspection of licensed community care (per hour)	H&S Code §13235	\$160	No Change
Residential Care Facility for Elderly serving 6 or fewer persons – fire inspection enforcement	H&S Code §1569.84	No change	No Change
Residential Care Facility		\$284	No Change
Large Family Day Care		\$150	No Change
Skilled Nursing Facilities		\$551	No Change
Hospital/Institution		\$2,154	No Change
<b>Re-Inspections</b>			
Second re-inspection (fee per inspection)		\$133	No Change
Third and subsequent re-inspection (fee per inspection)		\$335	No Change
<b>Construction Fees</b>			
General Fire & Life Safety Services <ul style="list-style-type: none"> <li>• Consultation &amp; Research</li> <li>• Pre-application meetings &amp; Design Review</li> <li>• Property Survey</li> <li>• General Construction Inspections</li> <li>• Processing, Scheduling, and Record Keeping</li> </ul>		12% of Building Permit fees for Commercial and Multi-Family Residential	No Change
Building or Planning Plan Check Fees (per hour)		\$155	No Change
Expedite Building or Planning Check Fees (per hour with 2 hour minimum)		\$310	No Change
Consultation and Planning (per hour)		\$181	No Change
Alternate Means of Protection Review (per hour)		\$176	No Change
Fire Alarm Systems:			No Change
Permit for Monitoring System		\$160	No Change
Permit for Manual System		\$160	No Change
Permit for Automatic System		\$294	No Change
Permit for combination System		\$425	No Change
Multi-Residential or Commercial Fire Alarm Remodel or Repair (Device relocation/adjustment)			\$100 (New)
Fixed Fire Extinguishing System Permit		\$227	No Change
Standpipe System Permit		\$294	No Change
Storage Tank (above or below ground) Permit		\$160	No Change
<b>Sprinkler Systems</b>			
One or two Family Dwelling Fire Sprinkler System (NFPA 13D) - flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)		\$427	No Change
Fire Pump Permit		\$160	No Change
Multi-Residential or Commercial Fire sprinkler System (NFPA 13 or 13R) Permit – Single Story (incl. T.I.) Permit – Multi-story – flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)		\$695	No Change
Multi-Residential or Commercial Fire sprinkler Remodel or Repair (Sprinkler head relocation/adjustment)		\$160	No Change
Fire Service Line Inspection		\$160	No Change
<b>Miscellaneous Fees and Permits</b>			
Labor Rate for Mechanic Services		\$90	No Change
Vegetation Management Inspection plus 50% of contractor's fee		\$160	No Change



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<b>CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule</b>			
<b>SERVICE</b>	<b>REFERENCE</b>	<b>ADOPTED FY 2015/16</b>	<b>PROPOSED FY 2016/17</b>
Change of Use Inspection (usually triggered by new business license)		\$169	No Change
Accounts referred to Collection Agencies		+47% of original invoice	No Change
Photographs from investigations		No change	No Change
Fire Incident Reports (not including photographs)		\$10	No Change
Work without a construction permit (fees to be determined at Fire Marshal's discretion)		No change	No Change
Emergency Response Costs for Driving under the Influence		Costs according to Personnel Schedule below plus Apparatus cost of \$1,360 as set by State	No Change
False Alarms		\$570 for 3 to 5 and \$1071 for 6 or more	No Change
Hazardous Materials Clean-up/Response		Costs according to Personnel Schedule below plus Apparatus cost of \$1,360 as set by State	No Change
<b>Standby Service</b>			
Firefighter (per hour – minimum of 3 hours)		\$123	No Change
Fire Captain (per hour – minimum of 3 hours)		\$146	No Change
Battalion Chief (per hour – minimum of 3 hours)		\$163	No Change
Engine Company (per hour – minimum of 3 hours plus apparatus costs – per day as set by the State)		\$501 per hour + \$1,360 per day for apparatus	No Change
<b>Personnel Costs (per hour)</b>			
Administration		\$54	No Change
Firefighter		\$123	No Change
Fire Captain		\$146	No Change
Fire Administrative Captain		\$153	No Change
Fire Inspector		\$134	No Change
Battalion Chief		\$163	No Change
Division Chief or Fire Marshal		\$176	No Change
Administrative Support Officer		\$91	No Change
Fire Mechanic		\$143	No Change
Deputy Fire Chief		\$154	No Change
Fire Chief		\$182	No Change
<b>General Permits</b>			
Aerosol Products		\$250	No Change
Amusement Buildings		\$284	No Change
Apartments, Hotels and Motels – 10 or less units		\$181	No Change
Apartments, Hotels and Motels – 11 to 25 units		\$218	No Change
Apartments, Hotels and Motels – 26 or more units		\$308	No Change
Apartments Assigned to Prevention			\$200 (New)



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<b>SERVICE</b>	<b>REFERENCE</b>	<b>ADOPTED FY 2015/16</b>	<b>PROPOSED FY 2016/17</b>
Aviation Facilities		\$450	No Change
Battery System		\$450	No Change
Carnivals and Fairs		\$417	No Change
Christmas Tree Lot		\$150	No Change
Combustible Fiber Storage		\$250	No Change
Combustible material Storage		\$250	No Change
Compressed Gasses		\$250	No Change
Commercial Occupancy Assigned to Prevention			\$155 (New)
Commercial Rubbish-Handling Operation		\$250	No Change
Cryogenics		\$250	No Change
Dry Cleaning Plants		\$250	No Change
Dust-Producing Operations		\$250	No Change
Exhibits & Trade Shows – Display Booth		\$250	No Change
Exhibits & Trade Shows – With Open Flame		\$250	No Change
Exhibits & Trade Shows – Display Fuel Powered Equipment		\$250	No Change
Explosives or Blasting Agents		\$450	No Change
Fire Hydrants and Water Control Valves		\$247	No Change
Fireworks		\$450	No Change
Flammable or Combustible Liquids		\$450	No Change
Hazardous Materials		\$450	No Change
High-Piled Combustible Storage – 20,000 square feet or less		\$450	No Change
High-Piled Combustible Storage – more than 20,000 square feet		\$583	No Change
Highrise			\$417 (New)
Hot-Work Operations		\$250	No Change
Liquefied Petroleum Gasses		\$450	No Change
Liquid-or gas-fueled Vehicles or Equipment in Assembly Buildings		\$450	No Change
Live Audiences		\$450	No Change
Lumber Yards storing in excess of 100,000 board feet		\$350	No Change
Magnesium Working		\$250	No Change
Motor Vehicle Fuel-Dispensing Stations		\$211	No Change
Open Burning		\$250	No Change
Organic Coating		\$250	No Change
Ovens, Industrial Baking and Drying		\$211	No Change
Parade Floats		\$250	No Change
Places of Assembly		\$475	No Change
Production Facilities		\$417	No Change
Pyrotechnical and Special Effects Material		\$450	No Change
Radioactive Materials		\$250	No Change
Refrigeration Equipment		\$350	No Change
Repair Garage		\$284	No Change
Spraying and Dipping		\$284	No Change
Tents, Canopies, and Temporary Membrane Structures		\$380	No Change
Tire Storage		\$250	No Change
Wood Products		\$250	No Change