



DAN HAVERTY  
Interim Fire Chief

# Sacramento Metropolitan Fire District


10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

## BOARD OF DIRECTORS - REGULAR MEETING AGENDA

Thursday, July 27, 2023 – 6:00 PM  
Sacramento Metropolitan Fire District  
10545 Armstrong Avenue  
Board Room – Second Floor  
Mather, California

&

Remotely Via Zoom  
Webinar ID: 827 3461 0232 #  
Passcode: metro2101  
Phone: 1 (669) 444-9171 or 1 (669) 900 6833

 Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

D'Elman Clark  
Board President  
Division 6

Grant Goold  
Board Vice President  
Division 2

Ted Wood  
Board Secretary  
Division 4

Cynthia Saylors  
Board Member  
Division 1

Robert Webber  
Board Member  
Division 3

Jennifer Sheetz  
Board Member  
Division 5

Brian Rice  
Board Member  
Division 7

Gay Jones  
Board Member  
Division 8

John Costa  
Board Member  
Division 9

*The mission of the Sacramento Metropolitan Fire District is to provide professional and compassionate protection, education and service to our community.*

The Public's health and well-being are the top priority for the Board of Directors of the Sacramento Metropolitan Fire District and you are urged to take all appropriate health safety precautions. **To view the meeting via the Zoom Application, please click on the link above.**

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

Marni Rittburg  
Board Clerk  
(916) 859-4305

[rittburg.marni@metrofire.ca.gov](mailto:rittburg.marni@metrofire.ca.gov)

The Board will convene in open session at 6:00 p.m.



# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

REGULAR BOARD MEETING

THURSDAY, JULY 27, 2023

- CALL TO ORDER
- ROLL CALL
- PLEDGE TO FLAG

## METRO CABLE ANNOUNCEMENT:

This meeting of the Sacramento Metropolitan Fire District will be cablecast on Metro Cable 14, the local government affairs channel on Comcast, Consolidated Communications and AT&T U-Verse cable systems. This meeting is also webcast at [metro14live.saccounty.gov](http://metro14live.saccounty.gov). Today's meeting replays at 6:00 p.m. on both Sunday, July 30, 2023 and Monday, July 31, 2023 on Channel 14. This meeting can also be viewed at [youtube.com/metrocable14](http://youtube.com/metrocable14).

## PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA:

*The Board of Directors of the Sacramento Metropolitan Fire District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Public members wishing to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the number of public member presentations. Speakers' comments will be limited to **three (3) minutes** (Per Section 31 of the Board of Directors Policies and Procedures).*

*In accordance with Section 31 of the Board of Directors Policies and Procedures, members of the Public requesting their written comments be read into the meeting record must be present or have a representative present to read their comments during the time allotted.*

## CONSENT ITEMS:

*Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other consent matters. The Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.*

## CONSENT ITEMS

Page No.

1. **Action Summary Minutes** 6  
**Recommendation:** Approve the Action Summary Minutes for the Regular Board Meeting of June 22, 2023.
2. **Approval of the Purchase of Microsoft Office Licenses** 14  
**Recommendation:** Authorize the District to procure the Microsoft Office licenses from Dell using the Riverside County's Master Agreement No. 8084445 – Contract ID PSA-0001524.



# Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, JULY 27, 2023

## ACTION ITEMS:

1. **Final Reading and Adoption of Ordinance 2023-02 Accepting the Nexus Study to update updating the Fee Schedule For Operational Permits, Plan Review, New Construction Inspections, General Fire and Life Safety Inspections, and Other Miscellaneous Services.** 16  
(Assistant Chief Law)  
**Recommendation:** Remove Ordinance 2015-02 and Adopt Ordinance 2023-02, Amending Fee Schedule for Operational Permits, Plan Review, New Construction Inspections, General Fire and Life Safety Inspections, and Other Miscellaneous Services.
2. **Award Recommendation - RFP 23-02 Workers' Compensation Third-Party Administration and Cost Containment Services** 70  
(Melisa Maddux, HR Manager & Courtney Moore, Purchasing Agent)  
**Recommendation:** Authorize the Fire Chief to enter into a contract for TPA services with Intercare Holdings Insurance Services, Inc.
2. **Adopt Resolution Authorizing the Fire Chief to Approve Medical Treatment for Workers' Compensation Injuries** 72  
(Interim Chief Haverty)  
**Recommendation:** Authorize the Fire Chief to approve medical treatment for Workers' Compensation Injuries.

## REPORTS:

1. **PRESIDENT'S REPORT** — *(President Clark)*
2. **FIRE CHIEF'S REPORT** — *(Interim Fire Chief Haverty)*  
**OPERATIONS REPORT** – *(Deputy Chief Mitchell)*  
**ADMINISTRATIVE REPORT** – *(Deputy Chief Bailey)*  
**SUPPORT SERVICES REPORT** – *(Deputy Chief Wagaman)*
3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT** – *(Firefighter Mike Gildone for BC Matt Cole, Local 522 Vice President)*
4. **COMMITTEE AND DELEGATE REPORTS**  
*All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.*
  - A. **Executive Committee** – *(President Clark)*  
Next Meeting: TBD
  - B. **Communications Center JPA** – *(DC Wagaman)*  
Next Meeting: August 22, 2023 at 9:00 A
  - C. **Finance and Audit Committee** – *(Director Wood)*  
Next Meeting: July 27, 2023 at 5:30 PM



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REGULAR BOARD MEETING

THURSDAY, JULY 27, 2023

- D. **Policy Committee – (Director Costa)**  
Reported Out: June 8, 2023  
Next Meeting: August 10, 2023

## CLOSED SESSION:

The Board will convene in closed session to meet on the following matters:

1. **PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION § 54956.9 (A)  
– ONE (1) MATTER OF WORKERS COMPENSATION SETTLEMENT  
AUTHORITY.**

Rick Griggs and the Sacramento Metropolitan Fire District  
Claim # 402105BGF6B-0001, – Workers Compensation Settlement Authority Colin  
Connor of Lenahan, Slater, Pearse & Majernik, LLP

2. **PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION § 54956.9 (A)  
– FOUR (4) MATTERS OF WORKERS COMPENSATION COMPROMISE AND  
RELEASE.**

1. Thomas Hutchinson and the Sacramento Metropolitan Fire District  
Claim # 4A2211JPCT8-0001 – Workers Compensation Settlement Authority Colin  
Connor of Lenahan, Slater, Pearse & Majernik, LLP

2. Troy Nogosek and the Sacramento Metropolitan Fire District  
Claim # SMDI – 8957A1; SMDI – 8957A2; SMDP – 549654; SMDP - 549780 –  
Workers' Compensation Settlement Authority  
Breanna Owen of Lenahan, Slater, Pearse & Majernik, LLP

3. Craig Sweeney and the Sacramento Metropolitan Fire District  
Claim # SMDO -549498; SMDP – 549661; 4A2209N355S-0001 – Workers'  
Compensation Settlement Authority  
Breanna Owen of Lenahan, Slater, Pearse & Majernik, LLP

4. Richard Turner and the Sacramento Metropolitan Fire District  
Claim # 4A22010MQBHY-0001; 4A22010MQ9T-0001 – Workers' Compensation  
Settlement Authority  
Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP

3. **PERSONNEL MATTERS – PUBLIC EMPLOYEE EMPLOYMENT**  
**Pursuant to California Government Code § Sections 54957 and 54957.6**  
Fire Chief Contract and Discussion  
Negotiator: John Lavra, General Counsel.

CLOSED SESSION REPORT OUT

BOARD MEMBER QUESTIONS AND COMMENTS



# Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, JULY 27, 2023

## ADJOURNMENT

### NEXT BOARD MEETING(S):

*Unless specified differently, all meetings of the Board are held at Sacramento Metropolitan Fire District, 10545 Armstrong Avenue, Mather, CA*

- Regular Board Meeting – August 10, 2023 at 6:00 PM

*The following action and presentation items are scheduled for the next board meeting agenda. Board members are requested to identify additional action or presentation items they desire to be scheduled on the agenda.*


**ANTICIPATED AGENDA ITEMS:** Fire Chief Employment Contract for Adam House  
Oath of Office & Swearing in of Fire Chief Adam House

Posted on July 24, 2023 by 4:30 p.m.

Marni Rittburg, CMC, CPMC

Clerk of the Board

\*\* No written report

\*\*  Separate Attachment

### DISABILITY INFORMATION:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (916) 859-4305. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.



DAN HAVERTY  
Interim Fire Chief

# Sacramento Metropolitan Fire District

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## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, June 22, 2023

Held at the following locations:

10545 Armstrong Avenue – Board Room

Mather, California

&

Remotely Via Zoom

### CALL TO ORDER

The meeting was called to order at 6:00 pm by President Clark. Board members present: Clark, Costa, Jones, Rice, Sheetz, Webber and Wood. Board members absent: Goold and Saylors. Staff present: Interim Chief Haverty, and Board Clerk Marni Rittburg.

### PUBLIC COMMENTS

No public comments were received.

### CONSENT ITEMS

**Action:** Moved by Wood, seconded by Rice, and carried unanimously by members present to adopt the consent calendar as follows:

- 1. Action Summary Minutes**  
**Recommendation:** Approve the Action Summary Minutes for the Regular Board Meeting of May 25, 2023.  
**Action:** Approved the Action Summary Minutes
- 2. Second Reading and Adoption Amending Medical Aid and Ambulance Transport User Fee Ordinance**  
**Recommendation:** Adopt Ordinance 2023-01 updating the Fee Schedule amending its Medical Aid and Ambulance Transport User Fees for the District.  
**Action:** Adopted **Ordinance 2023-01**.
- 3. Preliminary Budget for FY 2023/24 Resolution Special Projects 212S**  
**Recommendation:** Adopt the attached Resolution approving the preliminary budget for Special Projects Fund 212S.  
**Action:** Adopted **Resolution 2023-040**.

4. **Agreement for Hazardous Materials Response Teams – Sacramento County**  
**Recommendation:** Authorize the Fire Chief or his designee to execute and administer the attached agreement.  
**Action:** Adopted **Resolution 2023-041**.
  
5. **Special Fire Tax – Sloughhouse/Rancho Murieta Area**  
**Recommendation:** Adopt the Resolution authorizing the County Assessor to incorporate the \$100 per parcel Special Fire Tax.  
**Action:** Adopted **Resolution 2023-042**.
  
6. **FY 2022/23 Grant Fund Budget Reallocation for Mobile Integrated (MIH)**  
**Recommendation:** Adopt Resolution implementing changes to the Mid-year Budget to reallocate funds within the Grant Fund.  
**Action:** Adopted **Resolution 2023-043**.
  
7. **Station 50 Dormitory Remodel – RFB 23-05 Award Notification & Project Update**  
**Recommendation:** Receive the report  
**Action:** Report received and filed.

**PRESENTATION ITEMS:**

1. **Presentation of Fee Schedule for Operational Permits, Plan Review, New Construction Inspections, General Fire and Life Safety Inspections**  
*(Assistant Chief Law)*  
**Recommendation:** Receive presentation and prepare for public hearing on 7/13/23. Chief Financial Officer Dave O'Toole presented the item.  
**Action:** Presentation received and direction given to get as close as possible to 100% cost recovery.

**ACTION ITEMS**

1. **MIH Contract with Sacramento County**  
*(BC Scott Perryman)*  
**Recommendation:** Adopt the Resolution and authorize the Fire Chief or his designee to enter into a contract for the services requested by Sacramento County.  
**Action:** Moved by Wood, seconded by Rice, and carried unanimously by roll call vote of members present to adopt **Resolution 2023-044** authorizing the Fire Chief or his designee to accept the Sacramento County Contract for Health Services and Adopting a Budget Amendment to the 2022/23 Midyear Budget For The General Fund 212A.
  
2. **Nominate one Board Member for Special District Representative, Seat No. 7. to Sacramento LAFCo Special District Committee**  
*(Director Gay Jones & Board Clerk Marni Rittburg)*  
**Recommendation:** Consider nominating one Board Member to Sacramento LAFCo Special District Committee.

Director Jones reported that there is no action necessary on this item and the Board will not be making a nomination since we already have a seat on LAFCO.

## **REPORTS**

### **1. PRESIDENT'S REPORT - (*President Clark*)**

No Report

### **2. FIRE CHIEF'S REPORT - (*Interim Chief Haverty*)**

#### **1. New Hire**

a. Please join me in welcoming:

- i. Jeffrey Sargent, hired as a Fire Investigator II effective June 12
- ii. Kaitlyn Roberts, hired as an Office Technician in CRRD effective June 12
- iii. Shane Boone, Romeo Cha, Sergio Rodriguez and Noah Wilson, hired as Reserve Firefighters effective June 10

#### **2. Recruitment**

a. HR is accepting applications for:

- i. Career Development Opportunity Day Assignment – Mobile Integrated Health Program Firefighter/Paramedic and Paramedic with a final filing date of June 29 by 4 PM

b. Congratulations to the following personnel who successfully completed the 2023 Battalion Chief examination in the order indicated below. The eligibility list will be effective immediately and will end on June 16, 2025.



1	Joe Aldrich
2	Ryan Pittman
3	Parker Wilbourn
4	Michael Slone
5	Tom Koscielny
6	Bryan DuPertuis
7	Jeffrey Hickman
8	Eric Kellenberger
9	Andrew Whaley
10	Ryan Manfredi
11	Aaron Montgomery
12	Jeffrey Taylor
13	Mark Nunez
14	Tim Slone
15	Jason Butler
16	Jeremy Crawford
17	Derik Oakes
18	Jeffrey Malinowski
19	Steve Harrington

3. As you are aware, we have two Special Board meetings this weekend for the Fire Chief interviews at our Headquarters Building. Saturday begins at 8:00 AM and Sunday begins at 1:00 PM.

**4. Miscellaneous**

- a. Reframing Organizations: Three sessions are being held in June covering the Symbolic Frame. Thank you to CFO O'Toole for co-presenting this section.
- b. June 9 the following two events took place:
  - i. The Congressional Briefing and Tour of the Zinfandel Training with Congressman Ami Bera. Thank you to President Clark, and Directors Jones and Webber for your presence. We also were happy to include Sheriff Jim Cooper and his staff and Pat Ellis representing PG&E.
  - ii. Celebration of life for BC John French. Chief French retired in 1990 from the American River Fire District. He began his career with the Arden Fire Department. There were over 30 retired firefighters present, including Director Rice and his wife, Liz; as well as a Metro Engine Company under BC Reed's command.

**OPERATIONS REPORT** *(Deputy Chief Adam Mitchell)*

**1. VEGETATION MANAGEMENT BURNS**

A. The Illa Collin Preserve at Mather vegetation management burns are complete. The burns were conducted over all three shifts, from June 9 to June 16. A total of 355

acres were treated in collaboration with Sacramento County Parks, Center for Natural Lands Management and the Metro Fire Community Wildfire Preparedness Plan. The burns were intended to restore the role of fire into the land scape, treat for noxious and invasive plants while reducing the threat of wildfire to the community of Mather, and resulted in great a great training experience for our members. Thanks to all involved!

## **2. CONGRESSMAN BERA VISIT**

A. On Friday, June 9<sup>th</sup> numerous staff facilitated a visit from Congressman Bera and his staff at the Zinfandel Training Center to discuss the history, current use, and future plans. Thanks to the Directors that attended the event. Specifically, The Congressman is moving forward with supporting a federal ask to develop the EVOG portion of the Training Center project. Special thanks to Kyle MacDonald, Erin Castleberry, AC Mike Lozano, and BC Brian Gonsalves for their portions of the presentation and coordination of the visit. We also welcomed Sheriff Jim Cooper, SSD Captain of training Matt Tamayo, and Pat Ellis from PG&E to show the support of our regional partners in the project. Although not able to make it that day, I appreciate the support from Citrus Heights Police Chief Alex Turcotte for the project as well. The presentation was well received, and we will continue to work with the Congressman and his staff moving forward.

## **3. CAPITAL ASSET INVENTORY PROCESS**

A. Recently, the District Finance Staff completed the capital asset inventory, and Operations received an email titled "Capital Asset Inventory, a big thank you!" from Marie Jones: "With the addition of another finance team (3 teams instead of 2), meeting with the Ops team, and getting the word out prior to us coming, this was by far the smoothest and quickest inventory we had, and I can say that as I've led every capital asset inventory the District has ever done. Normally we use about two weeks to complete all counts, and this year we completed it in just 3½ days!" This efficiency would not have been possible without the coordination, and I wanted to thank Marie, Dave and the whole Finance Team for their work and early communication that allowed us to set a new record in getting this complete! Great example of teamwork!

## **4. SERVICE DELIVERY UPDATE**

A. Happy to report that we held a joint planning meeting this week on Tuesday, June 20<sup>th</sup> and continue to make progress towards implementation of the FDM to MMP incremental transition plan. Currently, the target date for deployment of phase 1, four FDMs to MMPs is Sunday, September 3<sup>rd</sup>. Thanks to all involved in keeping this project moving forward to support service delivery to the community and our members.

## **ADMINISTRATIVE REPORT** *(Deputy Chief Ty Bailey)*

### **Community Relations Division**

- Working with CRRD on the fireworks project

- Helping distribute the fireworks safety messages by:
  - Engine decals throughout the District
  - TNT Fireworks Booth Safety Message
    - 400 Flyers – 2 flyers will be stapled to 154 TNT booths throughout the District.
  - Video collaboration
    - Citrus Heights PD, Rancho Cordova PD, and Sac Sheriff
    - Metro Fire Fireworks Safety Video
  - Media segments
    - PIO has these planned as we get closer to the holiday weekend
  - Fireworks task force
    - Education and enforcement
  
- Request to distribute our fireworks safety message was sent to
  - Citrus Heights City Counsel
  - San Juan Unified School District Communications Division
  - Twin Rivers USD
  - Director of Communications
  - City of Rancho Cordova
  - City of Citrus Heights
  - Rancho Murrieta CSD
  - Sacramento Office of Education Communications Division
  - Carmichael Chamber of Commerce
  - North Highlands Community Services District
  - Fair Oaks Recreation & Park District
  - 80 Watt District
  - Local eNews and Physical Newspapers
  - Safe Kids Coordinator
  - Metro Fire Social Media / Nextdoor – every Thursday or Friday beginning 6/15
  
- Schools contacted directly
  - San Juan Unified School District
    - 5 Schools
  - Sacramento City Unified School District
    - 8 Schools

## **FINANCE**

- Finance completed its biannual capital asset inventory. This inventory required visiting every facility and operational apparatus and determining that capital assets were still there and functional. The Finance team received excellent support from all divisions: a process that normally takes two weeks was completed in four days.

## HUMAN RESOURCES

- 1 Logistic Technician starts on 6/27/23
- 1 Office Technician in backgrounds
- Administrative Specialist Interviews 6/22/23
- 2023 Captain Eligibility list – 22 Candidates. List expires 6/5/25
- 2023 BC Eligibility list – 19 Candidates. List expires 6/16/25

## BACKGROUNDS

- MMP 23-1 Academy scheduled to start on July 10, 2023
  - 14 Paramedics
  - 10 EMTs (All are not yet confirmed)
- MMP 23-2 Background held on June 13, 2023
  - 7 Paramedics

## SUPPORT SERVICES REPORT *(Deputy Chief Tyler Wagaman)*

AC Law provided a report for DC Wagaman and reported that Krista Aney successfully completed POST training on June 21st, and she will be filling for the Arson Investigator position on C-shift. Chief Law reported that she attended the Board of Supervisors meeting to provide a Fireworks presentation. AC Law also reported that she met with Human Resources to work through staffing challenges in the investigative unit.

## 3. SMFD – FIREFIGHTERS LOCAL 522 REPORT *(Vice President Matt Cole)*

VP Matt Cole congratulated the 19 personnel who successfully passed the 2023 Battalion Chief examination. We have great people joining and moving up in the District.

## 4. COMMITTEE AND DELEGATE REPORTS

*All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.*

### A. Executive Committee – *(President Clark)*

Next Meeting: TBD

No Report.

### B. Communications Center JPA – *(D.C. Wagaman)*

Next Meeting: June 13, 2023 at 9:00 AM

No Report.

### C. Finance and Audit Committee – *(Director Wood)*

Next Meeting: July 27, 2023 at 5:30 PM

Will meet on 7/27/2023, No Report.

### D. Policy Committee – *(Director Costa)*

Next Meeting: TBD

No Report.

### **BOARD MEMBER QUESTIONS AND COMMENTS**

Director Costa thanked staff for all the hard work and preparation for the 4<sup>th</sup> of July holiday/weekend.

Director Jones congratulated the 19 personnel who successfully passed the 2023 Battalion Chief examination. Director Jones thanked Erin Castleberry for organizing the great visit from Congressman Ami Bera.

Director Sheetz welcomed the new employees and congratulated Krista Aney for successfully completed POST training.

Director Wood gave kudos to Brenda Briggs and the team for a very successful Fire Camp. Director Wood thanked Art Hong from IT, Logistics and Board Clerk Marni Rittburg for the hard work in planning and set-up of the engine bay at Station 68 so that we could hold the Board Meeting here tonight.

Director Clark wished everyone a safe and sane July 4<sup>th</sup> holiday weekend.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/board-meetings>

### **ADJOURNMENT**

The meeting was adjourned at 7:08 p.m.

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D'Elman Clark, President

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Ted Wood, Secretary

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Marni Rittburg, CMC, Board Clerk



# Sacramento Metropolitan Fire District

10545 Armstrong Ave. Suite 200 • Mather, California 95655 • Phone (916) 859-4300 • Fax (916)859-3720

DAN HAVERTY  
Interim Fire Chief

**DATE:** July 27, 2023  
**TO:** Board of Directors  
**SUBJECT:** Purchase of Microsoft Office Licenses

## BACKGROUND

The District currently utilizes Microsoft Office 2013. Unfortunately the support lifecycle for this product has ended, and Microsoft will no longer be able to provide technical support for issues, conduct bug fixes, nor perform security fixes for vulnerabilities. Because of this and to help mitigate the District's exposure to security vulnerabilities, the District will now need to upgrade to a supported version of Microsoft Office.

## DISCUSSION

Riverside County issued a formal Request for Quote #RIVCO-2020-RFQ-0000048 for Countywide Microsoft licenses, products, and services available on Microsoft Enterprise Agreement no. 8084445 through an authorized Licensing Solution Provider (LSP). Ten LSPs, including Dell Marketing L.P. (Dell), were selected to enter into a master agreement which would extend guaranteed pricing for Microsoft products and services to other government entities. The District has obtained a quote from Dell for the purchase of Office Pro Plus licenses utilizing Riverside County's Master Agreement No. 8084445 – Contract ID PSA-0001524, as the District is permitted to contract with suppliers which have in force a current contract with another governmental agency for the same item or service.

## FISCAL IMPACT

Funding for year-one of the license purchase has been included in the 2023-2024 fiscal year budget. This contract allows the purchase to be paid across three annual payments rather than paying for the licenses in their entirety up-front.

Provider	Product	Year 1	Year 2	Year 3	3 Year Total
Dell	Microsoft Office Licenses	\$ 71,811.00	\$74,704.72	\$74,704.72	\$221,220.44

## RECOMMENDATION

Staff recommends that the Board of Director's allow the District to procure the Microsoft Office licenses from Dell using the Riverside County's Master Agreement No. 8084445 – Contract ID PSA-0001524.

Submitted by:

Mathew Roseberry  
Mathew Roseberry,  
Director of Information Technology

Approved by:

  
Tyler Wagaman,  
Deputy Chief of Administration



Dan Haverty  
Interim Fire Chief

# Sacramento Metropolitan Fire District

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**DATE:** July 27, 2023

**TO:** Board of Directors

**FROM:** Barbie Law, Assistant Chief-Fire Marshal

**SUBJECT:** Final Reading to Adopt **Ordinance 2023-02** and Accept the Nexus Study to Update the Fee Schedule for Operational Permits, Plan Review, New Construction Inspections, General Fire and Life Safety Inspections, and Other Miscellaneous Services

## TOPIC

Conduct the final reading and adopt **Ordinance 2023-02**, replacing Ordinance 2015-02 adopted by the Board of Directors on March 01, 2015 as amended with Resolution 2016-061 on July 01, 2016 updating the Fee Schedule for Operational Permits, Plan Review, New Construction Inspections, General Fire and Life Safety Inspections, and Other Miscellaneous Services (CRRD Fee Schedule). The effective date of Ordinance 2023-02 and associated CRRD Fee Schedule would be September 01, 2023, or as soon possible thereafter.

## BACKGROUND

In its 2020 Strategic Plan, the Board directed staff to provide analysis and recommendations for all fee-based programs to ensure revenue maintenance. CRRD conducted an analysis of the CRRD Fee Schedule and found the District has not revised the CRRD fee schedule since July 01, 2016. Additionally, although Ordinance No. 2015-02 allowed for annual adjustment based on the change in the Federal Bureau of Labor Statistics' Consumer Pricing Index, these adjustments were never applied. Since the last fee schedule update in 2016, the California Fire Code (CFC) has been revised three times. Per the Board directive, the fee schedule should be reviewed accordingly to ensure appropriate cost recovery levels for services provided.

## DISCUSSION

### Legal Requirements

Pursuant to Health & Safety Code Sections 13146.2(b), 13217(b), 13862, 13869, 13871, 13874, 17951 and California Government Code Section 6103.7, the District is authorized to adopt user and regulatory fees to defray and/or recover the cost of providing specified services directly to an individual or business. As such, these fees are intended to reflect the internal costs incurred by the District to perform the service or regulatory action. Collection of user fees reduces the burden on general District revenues (primarily



property taxes) to fund such regulatory services, thus providing the ability to stretch other resources further for the benefit of the public at-large.

#### Fee Update

NBS Consulting was engaged to assist the District in updating the Community Risk Reduction Division's (CRRD) user and regulatory fee program. The goals of the study were to (1) determine the cost of providing fire inspection and regulatory (or building plan review) services based on analysis of staff time involved in the performance of service-related activities, (2) determine the amount of cost recovery at the current fee levels, and the extent to which such services were being subsidized with general revenues, and (3) ensure fees are compliant with legal requirements. The proposed fee schedule update and supporting fee study are attached hereto as Exhibits A and B.

CRRD presented the proposed changes to the CRRD Fee Schedule to the Board of Directors as a presentation item at the June 22, 2023 Board of Directors meeting. As required by law, the first public hearing occurred on July 13, 2023. In addition to public noticing requirements, CRRD sent out notification of the proposed fee schedule changes to stakeholders in our Fire Prevention Mobile database via Constant Contact (1,030 contacts).

#### Hearing Comments

One public comment was received in opposition to the increases in the first hearing. Ordinance 2023-02 contains the following provision, "The Fire Chief or the designated representative may waive applicable fees or a cost when it is determined to be in the best interest of the District to do so". This provision has been present in the fee schedule in varying forms since the inception of Metro Fire, and there are no changes proposed to the District's ability to waive applicable fees. This addresses the concern raised by the member of the public.

During the Director Comments, a question arose regarding the Consumer Price Index (CPI) methodology included in Ordinance 2023-02. Staff researched the question and consulted General Counsel. The CPI rate used by the District reflects federal and state CPI calculations for the closest major metropolitan region in California and no Sacramento-specific regional CPI is prepared. Additionally, it was determined that the board has already adopted the CPI increase for FY 2023/24. Annual CPI increases are a separate matter from the fee adjustment proposal currently before the Board. The next CPI increase will be considered by the Board in the spring for the 2024/25 fiscal year.

### **FISCAL IMPACT**

Currently, CRRD is recovering 45 percent of the total cost of providing its services from fees: approximately \$2.6 million per year. At the proposed full cost recovery level and with no change in demand for services, the District would recover approximately \$5.7 million per year—a \$3.1 million increase. For FY 2024/25 the District anticipates a modest revenue increase of approximately \$1.5 million, reflecting implementation timing and demand effects. Full fiscal year revenue impacts will be built into FY 2024/25 budget estimates.

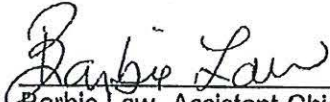
Maintaining fees at less than full cost recovery would result in increased use of property taxes and other general operating revenues to fund CRRD's services, and reduce funding available for other emergency services provided by the District.

### RECOMMENDATION

Staff recommends the following actions be taken by the Board:


1. Hold a final reading to consider updating the CRRD Fee Schedule as supported by the fee study.
2. Upon conclusion of the final reading:
  - a. Adopt a resolution accepting the new CRRD Fee Schedule
  - b. Remove Ordinance No. 2015-02 and adopt **Ordinance 2023-02**, an Ordinance of the Sacramento Metropolitan Fire District Amending its Fee Schedule for Operational Permits, Plan Review, New Construction Inspections, General Fire and Life Safety Inspections, and Other Miscellaneous Services to take effect on September 01, 2023.

Submitted by:



Barbie Law, Assistant Chief-Fire Marshal

Approved by:



Dan Haverty, Interim Fire Chief

## PROPOSED ORDINANCE NO. 2023-02

### AN ORDINANCE OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT AMENDING ITS FEE SCHEDULE FOR OPERATIONAL PERMITS, PLAN REVIEW, NEW CONSTRUCTION INSPECTIONS, GENERAL FIRE AND LIFE SAFETY INSPECTIONS, AND OTHER MISCELLANEOUS SERVICES PROVIDED BY THE DISTRICT

**WHEREAS**, the District, pursuant to California Health and Safety Code Sections 13146.2(b), 13217(b), 13862, 13869, 13871, 13874, 17951 and California Government Code Section 6103.7, is authorized to adopt a fee schedule to defray and/or cover the cost of providing specified services directly to an individual or business; and

**WHEREAS**, the District engaged NBS to review and update the District's user and regulatory fees; and

**WHEREAS**, NBS has completed the study and have issued their report dated June 13, 2023, a copy of which is attached as **Exhibit "B"**; and

**WHEREAS**, on January 22, 2015, the District adopted Ordinance 2015-02, an ordinance revising the fee schedule for certain operation permits, plan review, new construction inspections, general fire and life safety inspections, and other miscellaneous services provided by the District directly to an individual or business; and

**WHEREAS**, on June 23, 2016 the District approved Resolution 2016-61, a resolution approving a consumer price index adjustment to its fee schedule for certain operation permits, plan review, new construction inspections, general fire and life safety inspections, and other miscellaneous services provided by the District directly to an individual or business; and

**WHEREAS**, budgetary considerations have required that the service fee schedule charges be amended to defray and/or cover specified costs for operational permits, plan review, new construction inspections, general fire and life safety inspections, and other miscellaneous services provided by the District directly to an individual or business in order to protect the health and safety of the general public and preserve lives and property. It is the intent to provide Fire and Life safety Inspections to all businesses within the District on an annual basis or per inspection program guidelines; and

**WHEREAS**, it remains the intent of the District to provide fire and life safety inspections to all businesses within the District on an annual basis or per inspections program guidelines.

**SECTION 4. Future Fee Increases**

The fees identified in this ordinance shall be adjusted annually, beginning July 1, 2024 and each July 1<sup>st</sup> thereafter, by the percentage change in the Consumer Price Index (CPI), All Urban Consumers, Not Seasonally Adjusted, for the area of San Francisco-Oakland-Hayward, CA for the 12-month period ending April 30 of the current calendar year.

Approval by the Board of Directors shall be by resolution, adopted at a regularly scheduled meeting of the Board prior to the enactment of the increase.

**SECTION 5. Revision of Fee Schedule**

The Board of Directors of the Sacramento Metropolitan Fire District may, from time to time, revise this fee schedule as a result of changes in operating expenses of the District. Such revisions shall be adopted in the form of amendments to this ordinance, after public comment at a regularly scheduled meeting of the Board in accordance with Health and Safety Code Section 13916.

First reading of this Ordinance introduced and passed by the Board of Directors of the Sacramento Metropolitan Fire District at a regular meeting held on the **13<sup>th</sup> day of July, 2023** by the following vote to wit:

- AYES: President Clark, Directors Costa, Goold, Jones, Rice, Saylor, Sheetz, Webber, and Wood
- NOES: None
- ABSENT: None
- ABSTAIN: None

Second reading of this Ordinance adopted by the Board of Directors of the Sacramento Metropolitan Fire District at an adjourned regular meeting held on the **27<sup>th</sup> of July, 2023** by the following vote to wit:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

\_\_\_\_\_  
President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Marni J. Rittburg, CMC, CPMC  
Clerk of the Board

**FEE SCHEDULE**  
**SECTION "A"**  
 Fire and Life Safety Inspections for Facilities with Increased Hazards  
 (Permits to Operate)

CFC	PERMITS TO OPERATE <sup>1 2</sup>	CUURENT FEE	FEE SEPT. 01, 2023
105.5.1	1 Additive Manufacturing	<b>NEW</b>	\$608.00
105.5.2	2 Aerosol Products (per 500 lbs.)	\$469.00	\$608.00
105.5.3	3 Amusement Buildings	\$469.00	\$913.00
105.5.4	4 Aviation Facilities	\$938.00	\$1,217.00
105.5.5	6 Carnivals, Fairs, and Special Events	\$469.00	\$913.00
	a. Each additional booth, exhibits, etc.	\$24.00	\$30.00
	b. Outdoor assembly events (greater than 1,000 people)	<b>NEW</b>	\$1,825.00
105.5.6	7 Cellulose Nitrate Film	\$469.00	\$608.00
105.5.7	8 Combustible Dust Producing Operations	\$469.00	\$608.00
105.5.8	9 Combustible Fibers	\$469.00	\$608.00
105.5.9	10 Compressed Gases	\$469.00	\$608.00
	a. Carbon Dioxide Systems	<b>NEW</b>	\$608.00
105.5.10	11 Covered and Open Mall Buildings	\$1875.00	\$2,433.00
105.5.11	12 Cryogenic Fluids	\$469.00	\$608.00
105.5.12	13 Cutting and Welding	\$469.00	\$608.00
105.5.13	14 Dry Cleaning Plants	\$469.00	\$608.00
105.5.14	15 Energy Storage Systems	<b>NEW</b>	\$608.00
105.5.15	16 Exhibits and Trade Shows	\$469.00	\$608.00
105.5.16	17 Explosives	\$586.00	\$760.00
105.5.17	18 Fire Hydrants and Valves	\$469.00	\$608.00
105.5.18	19 Flammable and Combustible Liquids	\$469.00	\$608.00
	a. Use/Operate/Repair Pipeline	\$586.00	\$760.00
105.5.19	20 Floor Finishing	\$469.00	\$608.00
105.5.20	21 Fruit and Crop Ripening	\$469.00	\$608.00
105.5.21	22 Fumigation & Insecticidal Fogging	\$0.00	\$608.00
105.5.22	23 Hazardous Materials	\$586.00	\$1,217.00
105.5.23	24 HPM Facilities	\$586.00	\$1,217.00
105.5.24	25 High Pile Storage	\$586.00	\$760.00
105.5.25	26 Hot Work Operations	\$469.00	\$608.00
105.5.26	27 Industrial Ovens	\$586.00	\$760.00
105.5.53	28 Lithium Batteries	<b>NEW</b>	\$608.00
105.5.27	29 Lumber Yards and Woodworking Plants	\$586.00	\$760.00
105.5.28	30 Liquid or Gas-Fueled Vehicles in Assembly	\$586.00	\$760.00
105.5.30	32 Magnesium	\$469.00	\$608.00
105.5.31	33 Miscellaneous Combustible Storage	\$469.00	\$608.00
105.5.32	34 Mobile Fueling of Hydrogen-Fueled Vehicles	<b>NEW</b>	\$608.00
105.5.33	35 Motor Fuel Dispensing Facility	\$469.00	\$608.00
105.5.34	36 Open Burning (Burn Permit)	\$0.00	\$76.00
105.5.36	38 Open Flames and Candles	\$0.00	\$456.00

Exhibit "A" Attachment  
Ordinance 2023-02 Effective September 01, 2023

CFC	PERMITS TO OPERATE	CURRENT FEE	FEE SEPT. 01, 2023
105.5.37	39 Organic Coatings	\$586.00	\$760.00
105.5.40	40 Plant Extraction Systems	NEW	\$913.00
105.5.39	41 Places of Assembly		
	a. 50-99	\$234.00	\$456.00
	b. 100-299	\$373.00	\$760.00
	c. 300 or more	\$586.00	\$913.00
105.5.41	42 Private Hydrants	\$469.00	\$608.00
105.5.42	43 Pyrotechnic Special Effects Material		
	a. Fireworks Aerial Display		
	1. 60 or less shells	\$1,406.00	\$1,825.00
	2. 61 to 120 shells	\$1,641.00	\$3,042.00
	3. 121 to 180 shells	\$1,875.00	\$3,042.00
	4. 181 to 240 shells	\$2,108.00	\$3,042.00
	5. 241 or more shells	\$2,343.00	\$3,042.00
	b. Fireworks Retail Stand	\$373.00 (Minimum)	\$456.00 (Minimum)
	c. Fireworks Set Pieces		
	1. With Aerial Display	\$234.00	\$304.00
	2. Without Aerial Display	\$469.00	\$913.00
	d. Fireworks – special effects Pyrotechnic effects used in motion picture, theatrical and group entertainment (charged for actual hours spent)	\$469.00 (Minimum)	\$608.00 (Minimum)
	1. Each additional hour	\$234.00	\$304.00
105.5.43	44 Pyroxylin Plastics	\$469.00	\$608.00
105.5.44	45 Refrigeration Equipment	\$469.00	\$608.00
105.5.45	46 Repair Garages and Motor Fuel Dispensing	\$469.00	\$608.00
105.5.46	47 Rooftop Heliports	\$469.00	\$608.00
105.5.47	48 Spraying or Dipping	\$469.00	\$608.00
105.5.48	49 Storage of Scrap Tires and Tire Byproducts	\$586.00	\$760.00
105.5.49	50 Temporary Membrane Structures and Tents <sup>3</sup>		
	a. 400-1,499 sq. ft.	\$469.00	\$760.00
	b. 1,500 – 2,999 sq. ft.	\$586.00	\$913.00
	c. 3,000 – 5,999 sq. ft.	\$702.00	\$1,065.00
	d. 6,000 sq. ft. and above	\$819.00	\$1,217.00
105.5.50	51 Tire-Rebuilding Plants	\$586.00	\$760.00
105.5.51	52 Waste Handling	\$586.00	\$760.00
105.5.52	53 Wood Products	\$469.00	\$760.00
	53 Occupancies with 2 or more permits, Each Additional Permit <sup>2</sup>	\$59.00	\$76.00

**FEE SCHEDULE**  
**SECTION "B"**  
**Occupancy Inspections**

	INSPECTIONS <sup>1</sup>	CURRENT FEE	FEE SEPT. 01, 2023
1	Commercial Day Care		
	a. 7-49 persons	\$234.00	\$608.00
	b. 50-149 persons	\$469.00	\$913.00
	c. 150 or more	\$586.00	\$1,369.00
2	Educational (Public & Private)		
	a. E - 1-99 students	\$234.00	\$913.00
	b. E - 100-199 students	\$469.00	\$1,217.00
	c. E - 200-499 students	\$586.00	\$1,521.00
	d. E - 500+ students	<b>NEW</b>	\$1,825.00
	e. Public School <sup>2</sup>	No Charge	See Footnote
3	Institutional		
	a. Hospitals	\$1,875.00	\$3,954.00
4	Pre-Inspection (R-2.1, R-3.1 and R-4 Facilities – H&S 132535)		
	a. Facilities with 25 or less persons	\$234.00	\$608.00
	b. Facilities with 26 or more persons	\$469.00	\$913.00
5	High Rise Inspections		
	a. B – 7 to 10 stories	\$1,523.00	\$1,977.00
	b. B – 11 or more stories	\$1,875.00	\$2,433.00
6	Residential Apartments		
	a. Up to 4 Units <sup>1</sup>	\$117.00	\$456.00
	b. 5-25 Units	\$352.00	\$608.00
	c. 26-100 Units	\$526.00	\$913.00
	d. 101-300 Units	\$579.00	\$1,217.00
	e. 301 + Units	\$826.00	\$1,521.00
7	Residential Care Facilities/Skilled Nursing Facilities Initial Fire Clearance/Annual Inspection		
	a. 7-25 Units	\$352.00	\$913.00
	b. 26-100 Units	\$527.00	\$1,217.00
	c. 101-300 Units	\$703.00	\$1,521.00
	d. 301 or More Units	\$878.00	\$1,825.00
8	Annual Inspection Hotel/Motel		
	a. 7-25 Units	\$352.00	\$760.00
	b. 26-100 Units	\$527.00	\$913.00
	c. 101-300 Units	\$703.00	\$1,217.00
	d. 301 or More Units	\$878.00	\$1,521.00
9	Commercial Business Inspections <sup>4</sup>		
	a. 0-2000 sq. ft.	\$117.00	\$456.00
	b. 2,001-5,000 sq. ft.	\$234.00	\$684.00
	c. 5,001- 10,000 sq. ft.	\$352.00	\$913.00
	d. 10,001 - 20,000 sq. ft.	\$469.00	\$1,141.00
	e. 20,001 - 40,000 sq. ft.	\$586.00	\$1,369.00
	f. 40,001- 80,000 sq. ft.	\$703.00	\$1,597.00
	g. 80,001 - 120,000 sq. ft.	\$820.00	\$1,825.00

Exhibit "A" Attachment  
Ordinance 2023-02 Effective September 01, 2023

		CURRENT FEE	FEE SEPT. 01, 2023
	h. 120,001 – 150,001 sq. ft. INSPECTIONS	\$938.00	\$2,053.00
	i. 150,001 – 200,000 sq. ft.	\$1,055.00	\$2,281.00
	j. 200,001 – 500,000 sq. ft.	NEW	\$3,042.00
	k. 500,001 sq. ft. or greater	NEW	\$3,954.00
10	Storage Facilities		
	a. Without Interior Corridors	\$528.00	\$913.00
	b. With Interior Corridors	\$786.00	\$1,217.00
11	2+ Permits, each additional permit after first permit <sup>2</sup>	\$73.00	\$76.00

**Notes**

- (1) Permit Fees include an initial inspection and one re-inspection. Failure to comply with inspection program or second re-inspection will result in additional inspection fee per Section D, item 2 of this fee schedule.
- (2) Occupancies with more than two or more permits shown on this list above will result in a charge using the highest amount shown, followed by additional permits at ¼ of hourly rate.
- (3) Fee is assessed based on cumulative permittable tent square footage at a single site.
- (4) Fee is assessed based on cumulative square footage of all buildings under a single owner.



**FEE SCHEDULE**  
**SECTION "C"**  
**Plan Review / Construction Inspections**

	PLAN REVIEW	CURRENT FEE	FEE SEPT. 01, 2023
1	Above Ground Tank Installation, Flammable/Combustible Liquids Compressed Gases (1 <sup>st</sup> Tank)	\$655	\$913.00
	a. Additional Tank (Each)	\$262.00	\$532.00
2	Administration Charge for Resubmittals, Upon 2 <sup>nd</sup> or Subsequent Revision (1 <sup>st</sup> Hour) <sup>1</sup>	\$262.00	\$456.00
	a. Additional Hours (Per Hour)	\$262.00	\$304.00
3	After Hours		
	a. Plan Review		
	1. First 2 hours	\$285.00	\$667.00
	2. Each additional hour	\$524.00	\$333.00
	b. Inspection		
	1. First 2 hours	\$285.00	\$667.00
	2. Each additional hour (per hour)	\$524.00	\$333.00
4	Basic Building Review		
	a. Minor Plan Review, Over the Counter <sup>2</sup>	\$131.00	\$152.00
	b. Basic Construction Fee <sup>2</sup>	\$262.00	\$913.00
	c. Commercial Uses (New Construction)		
	1. 0,001 – 10,000 sq. ft. (per project)	\$856.00	\$1,217.00
	2. 10,001 – 20,000 sq. ft. (per project)	\$1,005.00	\$1,521.00
	3. 20,001 – 50,000 sq. ft. (per project)	\$1,351.00	\$2,129.00
	4. > 50,001 sq. ft. (scaled per sq. ft.) <sup>3</sup>	\$0.01	\$0.04
	d. Commercial Residential and Multifamily Residential Uses (New Building)		
	1. 0 – 10,000 sq. ft. (per project)	\$786.00	\$1,369.00
	2. 10,001 – 20,000 sq. ft. (per project)	\$1,087.00	\$1,673.00
	3. 20,001 – 50,000 sq. ft. (per project)	\$1,663.00	\$2,129.00
	4. > 50,001 sq. ft. (scaled per sq. ft.) <sup>3</sup>	\$0.02	\$0.04
	e. Commercial Storage/Warehouse (New Building)		
	1. 0 – 50,000 sq. ft. (per project)	\$856.00	\$1,369.00
	2. 50,001 – 200,000 sq. ft. (per project)	\$1,285.00	\$2,129.00
	3. >200,001 sq. ft. (scaled per sq. ft.) <sup>3</sup>	\$0.01	\$0.01
	f. Commercial Uses (Tenant Improvement)		
	1. 0,001 – 10,000 sq. ft. (per project)	\$625.00	\$1,217.00
	2. 10,001 – 20,000 sq. ft. (per project)	\$1,142.00	\$1,521.00
	3. 20,001 – 50,000 sq. ft. (per project)	\$1,570.00	\$1,977.00
	4. >50,001 sq. ft. (scaled per sq. ft.) <sup>3</sup>	\$0.02	\$0.04
	g. High Piled Storage Rack (Tenant Improvement)		
	1. 0,001 – 10,000 sq. ft. (per project)	\$714.00	\$1,065.00
	2. 10,001 – 20,000 sq. ft. (per project)	\$999.00	\$1,369.00
	3. 20,001 – 50,000 sq. ft. (per project)	\$1,285.00	\$1,673.00
	4. >50,001 sq. ft. (scaled per sq. ft.) <sup>3</sup>	\$0.02	\$0.03
5	Cell Tower (Outside Roof, Pole, etc.)(Per Project)	\$393.00	\$760.00

Exhibit "A" Attachment  
 Ordinance 2023-02 Effective September 01, 2023

6	Certificate of Release (Each) <b>PLAN REVIEW</b>	\$393.00 <b>CURRENT FEE</b>	\$913.00 <b>FEE SEPT. 01, 2023</b>
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7	Clean Agent Suppression System or Equal (Per Project)	\$655.00	\$1,369.00
8	Compressed Gas System		
	a. CO2 beverage dispensing	\$655.00	\$913.00
	b. Medical Gas	\$524.00	\$1,369.00
9	Cryogenic Fluids (per project)	<b>NEW</b>	\$916
10	Design Review/Consultation		
	a. In Office (per project first hour)	\$131.00	\$304.00
	1. Additional hours (per hour)	\$262.00	\$304.00
	b. Out of Office (first 2 hours)	\$524.00	\$608.00
	1. Additional hours (per hour)	\$262.00	\$304.00
	c. Plan design review (first hour)	<b>NEW</b>	\$304.00
	1. Additional hours (per hour)	<b>NEW</b>	\$304.00
11	Emergency Responder Radio Coverage (ERCC)	<b>NEW</b>	\$608.00
12	Energy Storage System (ESS) (Per Project)		
	a. Residential	<b>NEW</b>	\$913.00
	1. ESS Master Plan Subdivision Homes	<b>NEW</b>	\$456.00
	2. ESS – Production Homes	<b>NEW</b>	\$304.00
	b. Commercial	<b>NEW</b>	\$2,281.00
13	Enhanced Vapor Recovery System (per project)	<b>NEW</b>	\$608.00
14	Evacuation Plan Review (Per Project)	\$524.00	\$1,217.00
15	Fire Alarm System (Per Project)		
	a. 1 – 25 devices	\$560.00	\$1,217.00
	b. 26 – 50 devices	\$625.00	\$1,673.00
	c. 51 – 100 devices	\$740.00	\$2,433.00
	d. > 100 devices	\$884.00	\$3,954.00
	e. Sprinkler system supervision & Alarm	\$262.00	\$1,065.00
	f. Communication Upgrade	\$262.00	\$1,065.00
16	Fire Flow/Hydrant Test	\$524.00	\$608.00
17	Fire Sprinkler System Commercial (New Installation) (Per Project)		
	a. 1-99 Sprinklers	\$524.00	\$2,738.00
	b. 100-199 Sprinklers	\$786.00	\$3,346.00
	c. 200 or More Sprinklers	\$1,310.00	\$4,259.00
18	Fire Sprinkler System Commercial (T.I.) (Per Project)		
	a. 1-99 Sprinklers	\$262.00	\$1,065.00
	b. 100-199 Sprinklers	\$560.00	\$1,445.00
	c. 200 or More Sprinklers	\$668.00	\$1,825.00
19	Flammable & Combustible Liquids (per project)	<b>NEW</b>	\$1,217.00
20	Fuel Cell Power Systems (per project)	<b>NEW</b>	\$2,281.00
21	Gas Detection Systems (per project)	<b>NEW</b>	\$913.00
22	Hazardous Materials		
	a. Hazardous Materials Dispense/Use		
	1. 1-5 chemicals (per project)	<b>NEW</b>	\$1,521.00
	2. Each additional 5 chemicals	<b>NEW</b>	\$1,521.00

Exhibit "A" Attachment  
Ordinance 2023-02 Effective September 01, 2023

	PLAN REVIEW	CURRENT FEE	FEE SEPT. 01, 2023
	b. Hazardous Materials Storage		
	1. 1-5 chemicals	NEW	\$1,521.00
	2. Each additional 5 chemicals	NEW	\$1,521.00
23	Haunted House	NEW	\$913.00
24	Hood & Duct Fire Suppression System (Per System)	\$524.00	\$1,217.00
25	Industrial Oven	NEW	\$913.00
26	Kiosk/Booth/Special Concessions in Mall (temporary)	NEW	\$456.00
27	LPG Tank Installation – Commercial	\$428.00	\$760.00
28	LPG Tank Installation – Residential	\$393.00	\$760.00
29	Mapping Fee (i.e. New Subdivision/Site Plans)		
	a. Electronic Format		
	1. 1-25 Lots (Per Project)	\$285.00	\$304.00
	2. 26-100 (Lots)	\$524.00	\$608.00
	3. 101 or More Lots (Per Project)	\$524.00	\$913.00
30	Master Plan Sprinkler Production Homes	\$655.00	\$760.00
31	Motor Vehicle Repair Rooms and Booths (Per Project)	NEW	\$913.00
32	Plant Extraction (Per Project)	NEW	\$1,369.00
33	Residential Sprinkler System (Non-Production)	\$655.00	\$1,521.00
34	Residential Sprinkler System (T.I)	-	\$1,065.00
35	Satellite Television Letter	\$262.00	\$304.00
36	Site Plan Review (Per Project)		
	a. Perimeter Fencing/Gates	\$524.00	\$1,065.00
	b. Civil Improvement	\$524.00	\$1,217.00
37	Smoke Control or Exhaust Systems (Per Project)	\$524.00	\$2,738.00
38	Solar Panel (Per Project)		
	a. New Panels on Residential	\$524.00	\$760.00
	b. Commercial	\$524.00	\$913.00
39	Special Event Structures	NEW	\$913.00
40	Spray Booths (Per Project)	\$524.00	\$913.00
41	Spraying & Dipping	NEW	\$1,217.00
42	Sprinkler System Subdivision Production	\$524.00	\$913.00
43	Standpipe Systems	NEW	\$1,521.00
44	Stationary Fire Pump	\$1,572.00	\$1,521.00
45	Temporary Building Use (Per Project)	\$524.00	\$913.00
46	Temporary Sales Trailer (Per Project)	NEW	\$913.00
47	Underground Fire Supply Line (1 <sup>st</sup> 3 Hydrants/Risers) (Per Project)	\$524.00	\$1,673.00
	a. Each additional 3 hydrants	\$131.00	\$760.00
48	Will Serve Letter Processing	\$262.00	\$304.00

Notes:

- (1) Fee applies for additional or incomplete submittals beyond first submittal and one re-check included in initial plan review fee.
- (2) A minor plan is deemed appropriate on a case by case basis, for minor scopes of work as determined by the Fire Marshal.
- (3) Fee structure is set so that "scaled per sq. ft." project fees should be implemented as follows: per project fee from previous threshold + (remaining sq. ft. x per sq. ft. cost multiplier).

**FEE SCHEDULE**  
**Miscellaneous**

	MISCELLANEOUS <sup>1</sup>	CURRENT FEE	FEE SEPT. 01, 2023
1	Administration Charges (i.e. Weed Abatement)(Per ½ Hour)	\$147.00	\$113.00
2	Additional Inspection/Re-inspection (Per ½ Hour)	\$373.00 (Minimum)	\$152.00
3	Appeals <sup>2</sup>	\$586.00	\$1,217.00
4	Copies of Reports, Photographs, etc. (See Public Records Request Policy)	\$26.00 (plus \$0.50/page or actual cost to reproduce a \$182.00/hour)	
5	District Apparatus Emergency Response/Standby <sup>4</sup>	Actual Cost	Actual Cost
6	Commercial False Alarm Cost Recovery <sup>3</sup>		
	a. Processing and Inspection Required (Per Response)	\$292.00	\$456.00
	b. Suppression Unit Response Cost (Per Hour) <sup>4</sup>	\$330.00	Actual Cost
	c. Inspection Follow Up (after initial correction notice) (per ½ hour)	\$124.00	\$152.00
7	Investigation Fee – Fire Investigation Cost Recovery (First Hour)	\$373.00 (Minimum)	\$349.00
	a. Each Additional Hour	\$182.00	\$233.00
8	Investigation Fee - Complaints (First Hour)	\$373.00	\$491.00
	a. Each Additional Hour	<b>NEW</b>	\$327.00
9	Monitoring Required Evacuation Drill <sup>4</sup>	Actual Cost	Actual Cost
10	Negligently Caused Fire Emergency <sup>4</sup>	Actual Cost	Actual Cost
11	Research of District Records (Per ½ Hour) (plus copy charge of \$1.00 for first page, plus \$0.10/page thereafter)	\$147.00	\$152.00
12	Responses Patient Assistance Request from "For Profit" Care Facilities <sup>4</sup>	\$330.00	Actual Cost
12	Standby Personnel or Safety Officer <sup>4</sup>	Actual Cost	Actual Cost
13	Technical Report/Alternative Material or Method Processing (2 Hour Minimum)	\$586.00	\$608.00
15	Lost Fire Permit Card	\$147.00	\$304.00
16	Special Inspection Requests (Not Otherwise Specified in Fee Schedule)	\$469.00	\$608.00
17	Credit Card Processing Fee <sup>4</sup>	<b>NEW</b>	Actual Cost
18	Cost Recovery Based on Actual Time (per hour)		
	a. Fire Investigation	\$224.00	\$233.00
	b. Weed Abatement	\$129.00	\$226.00
	c. Code Complaint	<b>NEW</b>	\$327.00
	d. Inspection & Permit Services	\$292.00	\$304.00
	e. Suppression <sup>4</sup>	\$330.00	Actual Cost

Notes:

(1) All fees shown in the Miscellaneous Section of the fee schedule are "minimum" amounts. Service required in excess of the minimum will be charged at adopted hourly rate.

Exhibit "A" Attachment  
Ordinance 2023-02 Effective September 01, 2023

- (2) Whenever the Fire Chief disapproves an application, or refused to grant a permit applied for, or when it is claimed that the provisions of the Code do not apply, or that the true intent and meaning of the Code have been misconstrued or wrongly interpreted with regard to any part of Title 17.04 of the Sacramento County Code (California Fire Code), the applicant may appeal the decision to the District's Board of Directors within 20 calendar days. The decision of the District's Board of Directors is final. The fee is nonrefundable unless appeal is granted and shall accompany the appeal documentation.
- (3) Costs established through this study is a per response cost. Please refer to District's false alarm policy for interpretation of these amounts into penalties for false alarms.
- (4) Actual cost means the actual time and cost for service will be charged as deemed appropriate by the Fire Marshal or Finance Division.



# SACRAMENTO METROPOLITAN FIRE DISTRICT

## COMMUNITY RISK REDUCTION DIVISION

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*Final Report for:*

**User Fee Study Update**

June 13, 2023

Prepared by:



Corporate Headquarters  
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Temecula, CA 92592  
Toll free: 800.676.7516

# TABLE OF CONTENTS

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<b>1. Executive Summary .....</b>	<b>1</b>
1.1 Findings .....	1
1.2 Report Format .....	2
<b>2. Introduction and Fundamentals .....</b>	<b>3</b>
2.1 Scope of Study.....	3
2.2 Methods of Analysis .....	3
<b>3. Community Risk Reduction Division .....</b>	<b>9</b>
3.1 Cost of Service Analysis .....	9
3.2 Fee Establishment .....	10
3.3 Cost Recovery Evaluation .....	11
3.4 Comparison Survey.....	12
<b>4. Conclusion.....</b>	<b>13</b>

## Appendices

Cost of Service Analysis (Fee Tables)  
Comparative Fee Survey

Appendix A  
Appendix B

# 1. EXECUTIVE SUMMARY

NBS performed a User Fee Study Update (Study) for the Sacramento Metropolitan Fire District Community Risk Reduction Division (District and/or CRRD). The purpose of this report is to present the findings and recommendations of the various fee analyses performed as part of the Study and provide the District with the information needed to update and establish user and regulatory fees for service. Throughout the process, the Study afforded much effort to ensure that not only are the fees and charges reasonable and equitable, but that they also meet industry standards and uphold the statutory requirements of the State of California.

California cities, counties, and special districts may impose user and regulatory fees for services and activities they provide through provisions set forth in the State Constitution, Article XIII C § 1. Under this legal framework, a fee may not exceed the reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity performed at the request of an individual or entity upon which the fee is imposed, or their actions specifically cause the local government agency to perform additional activities. In this instance, the service or underlying action causing the local agency to perform the service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside of the definition and statutory requirement to impose general taxes, special taxes, and fees as a result of property ownership.

The District’s main reason for conducting this Study was twofold: (1) first, to ensure that existing fees do not exceed the costs of service, and (2) second, to provide an opportunity for the Board of Directors to re-align fee amounts with localized cost recovery policies.

## 1.1 Findings

This Study examined user and regulatory fees managed by the District’s Community Risk Reduction Division. The Study identified an estimated \$5.7 million in eligible costs for recovery from fees for service compared to approximately \$2.6 million the District is currently collecting each year from fees. The following table provides a summary of the Study’s results:

**Table 1. Report Summary**

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery	Annual Cost Recovery Surplus / Deficit	Existing Cost Recovery Percentage
Permits to Operate and Occupancy Inspections	\$ 809,217	\$ 1,863,637	\$ (1,054,420)	43%
Development Plan Review and Inspection	\$ 1,743,621	\$ 3,849,292	\$ (2,105,672)	45%
Miscellaneous	\$ 12,433	\$ 15,209	\$ (2,776)	82%
<b>Total</b>	<b>\$ 2,565,271</b>	<b>\$ 5,728,139</b>	<b>\$ (3,162,868)</b>	<b>45%</b>

As shown in Table 1 above, the District is recovering approximately 45% of the costs associated with providing fee-related services. Should the Board adopt fees at 100% of the full cost recovery amounts determined by this Study, an additional \$3.2 million in costs could be recovered.



However, Section 2.2.3 later explains, there may be other local policy considerations that support adopting fees at less than the calculated full cost recovery amount. Since this element of the Study is subjective, NBS provided the maximum potential of fee amounts at 100% full cost recovery for the District to consider. Once the Board of Directors has reviewed and evaluated the results of the Study, the District can set fees at appropriate cost recovery levels according to local policy goals and considerations.

## 1.2 Report Format

This report documents the analytical methods and data sources used in the Study, presents findings regarding current levels of cost recovery achieved from user and regulatory fees, discusses recommended fee amounts, and provides a comparative survey of fees to neighboring agencies for similar services. The report is organized into the following sections:

- Section 2 - Outlines the general framework, approach, and methodology of the Fee Study.
- Section 3 - Discusses the results of the cost of service analysis performed for CRRD. The analysis includes: (1) fully burdened hourly rate(s); (2) calculation of the costs of providing service; and, (3) the cost recovery performance of each fee category.
- Section 4 - Presents the conclusions of the analysis provided in the preceding sections.
- Appendices to this report - Include additional details of the analysis performed and a comparison of the fees imposed by neighboring agencies for similar services.

## 2. INTRODUCTION AND FUNDAMENTALS

### 2.1 Scope of Study

The following is a summary of the fees evaluated during the Study:

- Permits to Operate / Occupancy Inspections
- Development Plan Review and Inspection
- Miscellaneous

The fees examined in this report specifically exclude development impact fees, utility rates, and any special tax assessments which fall under a different set of statutory and procedural requirements from the body of user and regulatory fees analyzed in this Study. The Study also excludes facility and equipment rental rates, as well as most fines and penalties imposed by the District for violations of its requirements or codes.<sup>1</sup>

### 2.2 Methods of Analysis

Three phases of analysis were completed for the District:



#### 2.2.1 COST OF SERVICE ANALYSIS

This cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those that specifically relate to an activity or service, including the real-time provision of the service. Indirect costs are those that support the provision of services in general but cannot be directly or easily assigned to a singular activity or service.

Components of the full cost of service include direct labor costs, indirect labor costs, specific direct non-labor costs where applicable, allocated non-labor costs, and allocated organization-wide overhead.

Definitions of these cost components are as follows:

- **Direct Labor costs** – Salary, wages and benefits expenses for District personnel specifically involved in the provision of services and activities to the public.
- **Indirect labor costs** – Personnel expenses supporting the provision of services and activities. This can include line supervision and division management, administrative support within a division, and staff involved in technical activities related to the direct services provided to the public.

<sup>1</sup> According to the California Constitution Article XIII C § 1 (e) (4) and (5), the District is not limited to the costs of service when charging for entrance to or use of government property, or when imposing fines and penalties.

- **Specific direct non-labor costs** – When applicable, discrete expenses incurred by the District due to a specific service or activity performed, such as contractor costs, third-party charges, and very specific materials used in the service or activity.
- **Allocated non-labor costs** – Expenses other than labor involved in the provision of services. In most cases, these costs are allocated across all services provided by the Division, rather than directly assigned to fee categories.
- **Allocated indirect organization-wide overhead** – These are expenses, both labor and non-labor, related to agency-wide support services. Support services include general administrative services such as Director’s Chief’s, Finance, Human Resources, etc. The amount of costs attributable to CRRD were sourced from a separate overhead Cost Allocation Plan, created by NBS.

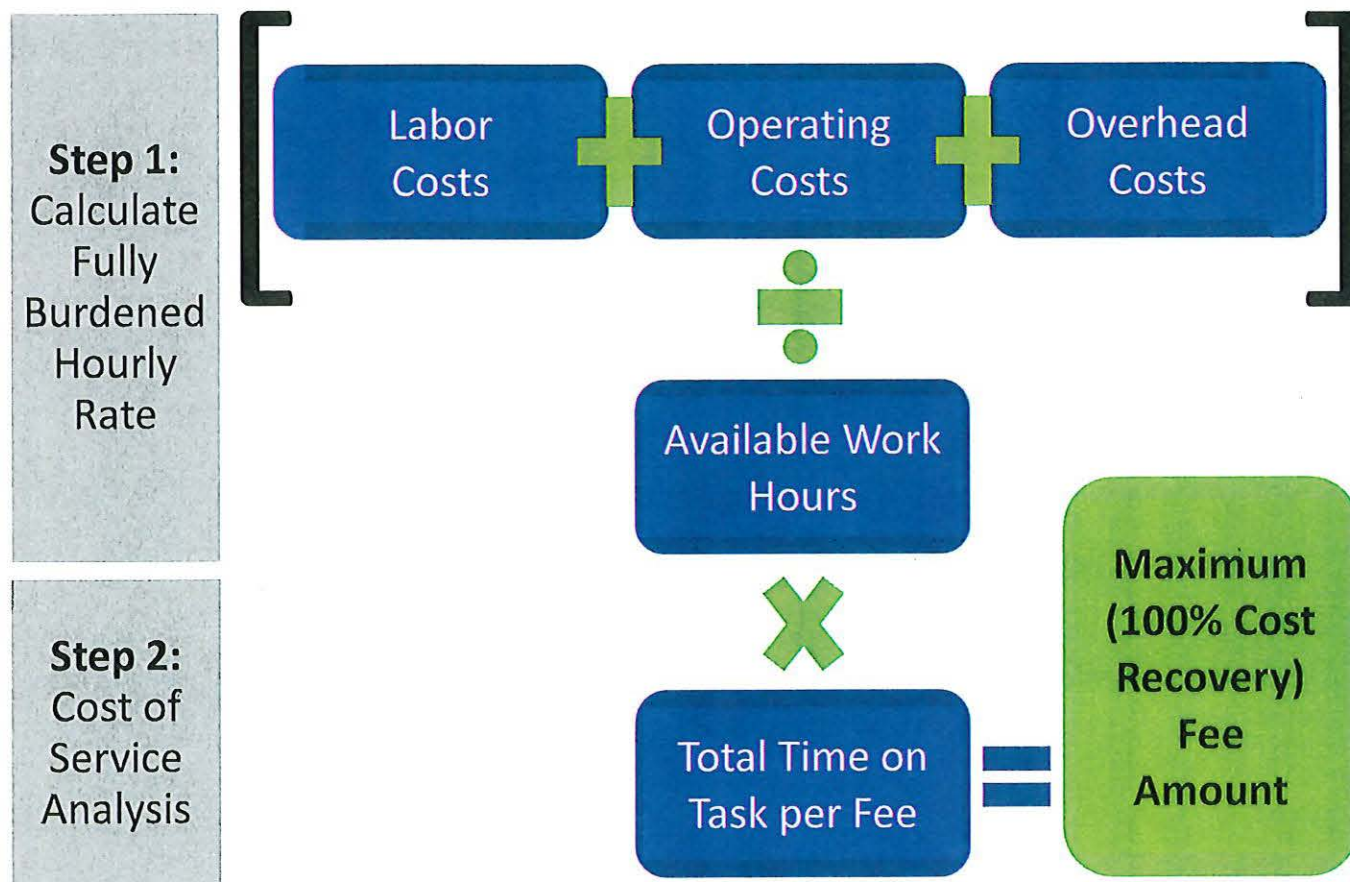
All cost components in this Study use annual (or annualized) figures, representing a twelve-month cycle of expenses incurred by the Division in the provision of all services and activities District-wide.

Nearly all the fees reviewed in this Study require specific actions on the part of District staff to provide the service or conduct the activity. Since labor is the primary underlying factor in these activities, the Study expresses the full cost of service as a fully burdened cost per labor hour. NBS calculated a composite, fully burdened, hourly rate for CRRD. This rate serves as the basis for further quantifying the average full cost of providing individual services and activities. Determining the fully burdened labor rate requires two data sets: (1) the full costs of service, and (2) the number of staff hours available to perform those services. NBS derived the hours available based on the complete list of all CRRD employees and/or available service hours of its contracted professionals (where applicable).

The District supplied NBS with the total number of paid labor hours for each employee involved in the delivery of services included in this Study. These available hours represent the amount of productive time available to provide both fee-recoverable and non-fee recoverable services and activities. Available labor hours divided into the annual full costs of service equal the composite, fully burdened, labor rate. Some agencies may also use the resulting rates for purposes other than setting fees, such as calculating the full cost of general services or structuring a cost recovery agreement with another agency or third party.

NBS also assisted the District in estimating the staff time for the services and activities listed in the District’s fee schedule. Time tracking records can prove useful in identifying time spent providing general categories of service, however, the District does not systematically track the service time of activities for all individual fee-level services provided. Therefore, NBS also relied on interviews and questionnaires to develop the necessary data sets of estimated labor time. In many cases, the District provided estimates of the average amount of time (in minutes and hours) it took to complete a typical service or activity considered on a per-occurrence basis.

It should be noted that the development of these time estimates was not a one-step process but required careful review by both NBS and the District to assess the reasonableness of such estimates. Based on the results of this review, the District reconsidered its time estimates until all parties were comfortable that the fee models reasonably reflected the average service level provided by the District. Finally, the fully burdened labor rate(s) calculated in earlier steps were applied at the individual fee level time estimates, yielding an average total cost of providing each fee for service or activity. The graphic below provides a visual representation of the steps discussed in this section.



## 2.2.2 FEE ESTABLISHMENT

The fee establishment process includes a range of considerations, including the following:

- **Addition to and deletion of fees** – The Study provided the District with the opportunity to propose additions and deletions to their current fee schedules, as well as re-name, re-organize, and clarify which fees were to be imposed. Many of these fee revisions allowed for better adherence to current practices, as well as the improvement in the calculation, application, and collection of the fees owed by an individual. Some additions to the fee schedule were simply the identification of existing services or activities performed by District staff for which no fee is currently charged.
- **Revision to the structure of fees** – In most cases, the focus was to re-align the fee amount to match the costs of service and leave the current structure of fees unchanged. However, in several cases, fee categories and fee names had to be simplified or re-structured to increase the likelihood of full cost recovery or to enhance the fairness of how the fee is applied to the various types of fee payers.
- **Documentation of the tools used to calculate special cost recovery** – The District’s fee schedule should include the list of fully burdened rates developed by the Study. Documenting these rates in the fee schedule provides an opportunity for the Board of Directors to approve rates for cost recovery under a “time and materials” approach. It also provides clear publication of those rates so that all fee payers can readily reference the basis of any fee amounts. The fee schedule should provide language that supports special forms of cost recovery for activities and services not included in the adopted master fee schedule. In these rare instances, published rates are used to estimate a flat fee or bill on an hourly basis.

## 2.2.3 COST RECOVERY EVALUATION

The NBS fee model compares the existing fee for each service or activity to the average total cost of service quantified through this analysis. Here are the possible outcomes of the fee analysis:

- Cost recovery rate of 0% - This signifies that there is currently no current recovery of costs from fee revenues (or insufficient information available for evaluation).
- Cost recovery rate of 100% - This means that the fee currently recovers the full cost of service.
- Cost recovery rate between 0% and 100% - This indicates partial recovery of the full cost of service through fees.
- Cost recovery rate greater than 100% - This means that the fee exceeds the full cost of service. User fees and regulatory fees should not exceed the full cost of service.

In all cases, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, imposing a fee above this threshold could change the definition of the charge from a cost of service-based fee to a tax which has other procedural requirements, such as ballot protest or voter approval.

The next step in the process is for the Board to adopt a “target” level of cost recovery for each fee, established at either 100% or any amount less than the calculated full cost of service. Targets and recommendations reflect discretion on the part of the agency based on a variety of factors, such as

existing District policies and agency-wide or departmental revenue objectives, economic goals, community values, market conditions, level of demand, and others.

A general method of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question, such as:

- To what degree does the public at large benefit from the service?
- To what degree does the individual or entity requesting, requiring, or causing the service benefit?

When a service or activity benefits the public at large, there is generally little to no recommended fee amount (i.e., 0% cost recovery), reinforcing the fact that a service which truly benefits the public is best funded by general resources of the District, such as revenues from the General Fund (e.g., taxes).

Conversely, when a service or activity wholly benefits an individual or entity, the cost recovery is generally closer to or equal to 100% of cost recovery from fees collected from the individual or entity.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following factors and considerations may influence or supplement the public-versus-private benefit perception of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?
- Are there desired behaviors or modifications to behaviors of the service population helped or hindered through the degree of pricing for the activities?
- Does current demand for services support a fee increase without adverse impact to the community served or current revenue levels? In other words, would fee increases have the unintended consequence of driving away the population served?
- Is there a good policy basis for differentiating between the type of user (e.g., residents vs. non-residents, residential vs. commercial, non-profit entities, and business entities)?
- Are there broader District objectives that merit a less than full cost recovery target from fees, such as economic development goals and local social values?

NBS provided the cost of service calculation based on 100% full cost recovery and the framework for the District's use to adjust the amount of cost recovery in accordance with its broader goals as they pertain to code compliance, cost recovery, economic development, and social values.

#### **2.2.4 COMPARATIVE FEE SURVEY**

Appendix B presents the results of the Comparative Fee Survey for the District. Policy makers often request a comparison of their jurisdictional fees to those of surrounding or similar communities. The purpose of a comparison is to provide a sense of the local market pricing for services, and to use that information to gauge the impact of recommendations for fee adjustments.

In this effort, NBS worked with the District to choose five comparative agencies – Contra Costa County FPD, Cosumnes CSD, Fresno County, Orange County, and City of Sacramento. It is important to keep the following in mind when interpreting the general approach to, and use of, comparative survey data:

- Comparative surveys do not provide information about cost recovery policies or procedures inherent in each comparison agency.
- A “market-based” decision to price services below the full cost of service calculation is the same as deciding to subsidize that service.
- Comparative agencies may or may not base their fee amounts on the estimated and reasonable cost of providing services. NBS did not perform the same level of analysis of the comparative agencies’ fees.
- The results of comparative fee surveys are often non-conclusive for many fee categories. Comparison agencies typically use varied terminology for the provision of similar services.

NBS made every reasonable attempt to source each comparison agency’s fee schedule from their respective websites and compile a comparison of fee categories and amounts for the most readily comparable fee items that match the District’s existing fee structure.

### 2.2.5 DATA SOURCES

The following data sources were used to support the cost of service analysis and fee establishment phases of this Study:

- The District’s Adopted mid-year Budget for Fiscal Year 2022-23
- A complete list of all District personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts provided by the Finance Department
- Prevailing fee schedules
- Annual workload data provided by CRRD

The District’s adopted budget serves as an important source of information that affects the cost of service results. NBS did not audit or validate the District’s financial documents and budget practices, nor was the cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This Study accepts the District’s budget as a legislatively adopted directive describing the most appropriate and reasonable level of District spending. NBS consultants accept the Board of Directors’ deliberative process and the District’s budget plan and further assert that through this legislative process, the District has yielded a reasonable and valid expenditure plan to use in setting cost-based fees.

### 3. COMMUNITY RISK REDUCTION DIVISION

The Community Risk Reduction Division (formerly Fire Prevention Bureau) is responsible for protecting the public through coordinated efforts in fire prevention, code enforcement, fire protection engineering, fire and life safety education and fire investigation. Fire Inspectors responsible for code enforcement inspect existing buildings and properties for fire code violations, assist fire suppression personnel, respond to complaints, and review and approve licensed care facilities. Fire Inspectors are responsible for fire protection engineering review plans for all construction projects and fire protection systems and conduct the testing and inspections for those projects. CRRD also manages the weed abatement program, and reviews, approves and inspects special events, carnivals, fairs and fireworks displays.

#### 3.1 Cost of Service Analysis

NBS developed a composite, fully burdened, hourly rate for each major functional activity of CRRD as shown in Table 2 below:

Table 2. Fully Burdened Hourly Rate

Cost Element	Fire Investigation	Weed Abatement	Code Complaint Response/Enf	Inspections & Permit Services	Total
Labor	\$ 783,889	\$ 54,338	\$ 322,152	\$ 2,058,496	\$ 3,218,875
Recurring Non-Labor	22,403	1,916	32,359	152,718	209,396
District-wide Overhead	80,751	13,575	80,482	514,263	689,070
Division Support Activities	801,939	63,130	393,259	2,463,994	3,722,322
<b>Division Total</b>	<b>\$ 1,688,981</b>	<b>\$ 132,959</b>	<b>\$ 828,252</b>	<b>\$ 5,189,470</b>	<b>\$ 7,839,663</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 233</b>	<b>\$ 226</b>	<b>\$ 327</b>	<b>\$ 304</b>	
<i>Reference: Direct Hours Only</i>	7,252	588	2,533	17,061	
<b>Overtime Rate</b>				\$ 333	

Section 2.2, *Methods of Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. All subsequent cost of service calculations at the individual fee level assumes a fully burdened hourly rate of **\$233** for Fire Investigation activities, **\$226** for Weed Abatement, **\$327** for Code Complaint Response/Enforcement, **\$304** for Inspection & Permit service activities during regular business hours, and **\$333** for Inspection & Permit services after business hours.

It should be noted that this Study also recognizes costs associated with services that are not generally recoverable in user or regulatory fees for service. As shown in Table 2, the total cost of CRRD is \$7.8 million for all activities and services provided. However, only approximately \$5.2 million of costs are eligible for recovery in the user and regulatory fees studied. The Division provides some services which are, for the most part, supported by general funds of the District such as Arson Investigation, and Weed Abatement. Similar to routine emergency response and suppression activities, these services should not be expected to achieve 100% cost recovery through user or regulatory fees for service.



## 3.2 Fee Establishment

The following broadly describes the services provided by the Division under each section of the proposed fee structure.

- **Sections A. Permits to Operate, B. Occupancy Inspections** – CRRD issues one-time operational permits and inspects commercial and multifamily occupancies on a periodic basis, as required by local and/or State laws. Fees are structured by type of permit or service required, as well as occupancy or project type and size.
- **Section C. Development Plan Review and Inspection** – The scope of this study determined the full cost of providing plan review and field inspection services related to construction of new buildings / structures, as well as improvements to existing buildings / structures. Additionally, CRRD also regulates installation and improvement to fire sprinkler and fire alarm systems, underground fire service, fire pump testing and water tank installation.
- **Section D. Miscellaneous** – Includes the production of incident and investigation reports, copies, hourly rates for services required in excess of standard or performance of duties after hours, and other fee items not covered under previous categories listed.

The following is a summary of the overall changes to the CRRD fee schedule:

- Deletion of fees that are no longer used or needed:
  - Section B - Commercial day care: R-3 – 7-14 persons
  - Section C
    - Deferred submittal request
    - Certificate of release – residential care facility / large family daycare
    - Underground tank
  - Section D
    - Emergency response caused by driver under the influence (D.U.I.)
    - Existing environmental hazard research (per ½ hour)
    - Controlled access (i.e. key switch, padlock or box)
- Reorganization of fee categories or clarification of fee names to create a more user-friendly fee structure:
  - Section B
    - Educational: public schools – this service used to be provided at no charge, but will now be charged at the same rate as private schools based on number of students.
    - Midrise inspections (4-6 stories) – this service is now included under the Commercial Business Inspection category based on square footage.
- Addition of new fee categories, notated as “New” in the Current Fee column of Appendix A:
  - Section A
    - Additive manufacturing
    - Outdoor assembly events (greater than 1,000 people)
    - Carbon dioxide systems
    - Energy storage systems
    - Lithium batteries

- Mobile fueling of hydrogen-fueled vehicles
- Section B
  - Educational: 500+ students
  - Commercial business inspections - 200,001 – 500,000 sq. ft.
  - Commercial business inspections - 500,001 sq. ft. or greater
- Section C
  - Design review/consultation – Plan design review & additional hours
  - Hazardous materials – dispense/use & storage
  - Energy storage systems (ESS)
  - Temporary sales trailer
  - Cryogenic fluids
  - Flammable and combustible liquids
  - Fuel cell power systems
  - Gas detection systems
  - Industrial ovens
  - Motor vehicle repair rooms and booths
  - Plant extraction
  - Special event structures
  - Haunted house
  - Enhanced vapor recovery system
  - Kiosk/booth/special concessions in mall (temporary)
  - Spraying and dipping
  - Standpipe systems
- Section D – passthrough credit card processing fee

### 3.3 Cost Recovery Evaluation

Appendix A presents the results of the detailed cost recovery analysis of fees for the District’s Community Risk Reduction Division. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Description” list.

Currently, CRRD is recovering approximately 45% of the total cost of providing services from fees. As Table 3 shows, the District collects approximately \$2.6 million per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, the District would recover approximately \$5.7 million.

**Table 3. Cost Recovery Outcomes**

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery	Annual Cost Recovery Surplus / Deficit	Existing Cost Recovery Percentage
Permits to Operate and Occupancy Inspections	\$ 809,217	\$ 1,863,637	\$ (1,054,420)	43%
Development Plan Review and Inspection	\$ 1,743,621	\$ 3,849,292	\$ (2,105,672)	45%
Miscellaneous	\$ 12,433	\$ 15,209	\$ (2,776)	82%
<b>Total</b>	<b>\$ 2,565,271</b>	<b>\$ 5,728,139</b>	<b>\$ (3,162,868)</b>	<b>45%</b>

NBS provided a full cost of service evaluation and the framework for considering fees, while the Board will adopt the appropriate cost recovery levels at or below full cost amounts.

### **3.4 Comparison Survey**

As discussed in Section 2.2.4, Comparative Fee Survey, NBS compared the Division's current list of fees to those of 5 comparative agencies. While the results of comparative fee surveys are often non-conclusive for many categories, NBS made every reasonable attempt to source each comparison agency's fee schedule.

## 4. CONCLUSION

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Based on the outcomes of the Cost of Service Analysis, Fee Establishment, and Cost Recovery Evaluation presented in this Study, the proposed Master Fee Schedule has been prepared by the District for implementation and included in the District's Staff Report.

As discussed throughout this report, the intent of the proposed fee schedule is to improve the District's recovery of costs incurred to provide individual services, as well as adjust fees where the fees charged exceed the average costs incurred. Predicting the amount to which any adopted fee increases will affect District revenues is difficult to quantify. For the near-term, the District should not count on increased revenues to meet any specific expenditure plan. Experience with the revised fee amounts should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the District, proposed fee amendments should enhance the District's cost recovery performance over time, providing it the ability to stretch other resources further for the benefit of the public at-large.

The District's Master Fee Schedule should become a living document, but handled with care:

- A fundamental purpose of the fee schedule is to provide clarity and transparency to the public and to staff regarding fees imposed by the District. Once adopted by the Board of Directors, the fee schedule is the final word on the amount and method in which fees should be charged and supersedes all previous fee schedules. If it is discovered that the master document is missing certain fees, those fees will eventually need to be added to the master fee schedule and should not exist outside the consolidated, master framework.
- The District should consider adjusting these user fees and regulatory fees on an annual basis to keep pace with cost inflation. For all fees and charges, for example, the District could use a Consumer Price Index adjustment that is applied to the new fee schedule. Conducting a comprehensive user fee Study is not an annual requirement, and only becomes worthwhile over time as shifts in organization, local practices, legislative values, or legal requirements result in significant change.

As a final note, it is worth mentioning the path that fees, in general, have taken in the State of California. In recent years, there is more public demand for the precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are charged. It is likely that into the future, user and regulatory fees will require an even greater level of analysis and supporting data to meet the public's growing expectations. An agency's ability to meet these new pressures will depend on the level of technology they invest in their current systems. Continuous improvement and refinement of time tracking abilities will greatly enhance the District's ability to set fees for service and identify unfunded activities in years to come.

*Disclaimer: In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the District's budgets, time estimate data, and workload information from District staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions. While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.*

**APPENDIX A**

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*Cost of Services Analysis (Fee Tables)*

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Prepared by NBS for the Sacramento Metropolitan Fire District

Fee No.	Fee Description	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
			Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues	
									Current Fee	Full Cost
<b>A. PERMITS TO OPERATE</b>			[1, 2]							
1	Additive Manufacturing		2.00	\$ 304	\$ 608	NEW	%	-	\$ -	\$ -
2	Aerosol Products (first 500 lbs.)		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
3	Amusement Buildings		3.00	\$ 304	\$ 913	\$ 469	51%	-	\$ -	\$ -
4	Aviation Facilities		4.00	\$ 304	\$ 1,217	\$ 938	77%	-	\$ -	\$ -
5	Carnivals, Fairs, Festivals, Exhibitions, or Special Events (Plan Review & Inspection)		3.00	\$ 304	\$ 913	\$ 469	51%	25	\$ 11,725	\$ 22,814
	a. Each additional booth, exhibits, etc.		0.10	\$ 304	\$ 30	\$ 24	79%	-	\$ -	\$ -
	b. Outdoor assembly events (greater than 1,000 people)		6.00	\$ 304	\$ 1,825	NEW	%	-	\$ -	\$ -
6	Cellulose Nitrate Film		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
7	Combustible Dust Producing Operations		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
8	Combustible Fibers		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
9	Compressed Gases		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
	a. Carbon dioxide systems		2.00	\$ 304	\$ 608	NEW	%	10	\$ -	\$ 6,084
10	Covered and Open Mall Buildings		8.00	\$ 304	\$ 2,433	\$ 1,875	77%	-	\$ -	\$ -
11	Cryogenic Fluids		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
12	Cutting and Welding		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
13	Dry Cleaning		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
14	Energy Storage Systems		2.00	\$ 304	\$ 608	NEW	%	-	\$ -	\$ -
15	Exhibit and Trade Shows		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
16	Explosives		2.50	\$ 304	\$ 760	\$ 586	77%	-	\$ -	\$ -
17	Fire Hydrants and Valves		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
18	Flammable and Combustible Liquids		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
	a. Use/Operate/Repair Pipeline		2.50	\$ 304	\$ 760	\$ 586	77%	-	\$ -	\$ -
19	Floor Finishing		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
20	Fruit and Crop Ripening		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
21	Fumigation and Insecticidal Fogging		2.00	\$ 304	\$ 608	\$ -	0%	-	\$ -	\$ -
22	Hazardous Materials		4.00	\$ 304	\$ 1,217	\$ 586	48%	2	\$ 1,172	\$ 2,433
23	HPM Facilities		4.00	\$ 304	\$ 1,217	\$ 586	48%	-	\$ -	\$ -
24	High Pile Storage		2.50	\$ 304	\$ 760	\$ 586	77%	5	\$ 2,930	\$ 3,802
25	Hot Work Operations		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
26	Industrial Ovens		2.50	\$ 304	\$ 760	\$ 586	77%	-	\$ -	\$ -
27	Lithium Batteries		2.00	\$ 304	\$ 608	NEW	%	-	\$ -	\$ -
28	Lumber Yards & Woodworking Plants		2.50	\$ 304	\$ 760	\$ 586	77%	-	\$ -	\$ -
29	Liquid or Gas Fueled Vehicles in Assembly		2.50	\$ 304	\$ 760	\$ 586	77%	-	\$ -	\$ -
30	LP Gas		2.00	\$ 304	\$ 608	\$ 469	77%	2	\$ 938	\$ 1,217
31	Magnesium		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
32	Miscellaneous Combustible Storage		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
33	Mobile Fueling of Hydrogen-Fueled Vehicles		2.00	\$ 304	\$ 608	NEW	%	-	\$ -	\$ -
34	Motor Fuel Dispensing Facilities		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
35	Plant Extraction Systems		3.00	\$ 304	\$ 913	n/a	%	-	\$ -	\$ -
36	Open Burning (Burn Permit)		0.25	\$ 304	\$ 76	\$ -	0%	30	\$ -	\$ 2,281

Fee No.	Fee Description	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
			Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues	
									Current Fee	Full Cost
37	Open Flames and Torches		1.50	\$ 304	\$ 456	\$ -	0%	-	\$ -	\$ -
38	Open Flames and Candles		1.50	\$ 304	\$ 456	\$ -	0%	-	\$ -	\$ -
39	Organic Coatings		2.50	\$ 304	\$ 760	\$ 586	77%	-	\$ -	\$ -
40	Places of Assembly									
	a. 50-99		1.50	\$ 304	\$ 456	\$ 234	51%	20	\$ 4,680	\$ 9,125
	b. 100-299		2.50	\$ 304	\$ 760	\$ 373	49%	15	\$ 5,595	\$ 11,407
	d. 300 or more		3.00	\$ 304	\$ 913	\$ 586	64%	5	\$ 2,930	\$ 4,563
41	Private Hydrants		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
42	Pyrotechnic Special Effects Material									
	a. Fireworks Aerial Display									
	1. 60 or less shells		6.00	\$ 304	\$ 1,825	\$ 1,406	77%	1	\$ 1,406	\$ 1,825
	2. 61 to 120 shells		10.00	\$ 304	\$ 3,042	\$ 1,641	54%	-	\$ -	\$ -
	3. 121 to 180 shells		10.00	\$ 304	\$ 3,042	\$ 1,875	62%	2	\$ 3,750	\$ 6,084
	4. 181 to 240 shells		10.00	\$ 304	\$ 3,042	\$ 2,108	69%	-	\$ -	\$ -
	5. 241 or more shells		10.00	\$ 304	\$ 3,042	\$ 2,343	77%	5	\$ 11,715	\$ 15,209
	b. Fireworks Retail Stand		1.50	\$ 304	\$ 456	\$ 373	82%	140	\$ 52,220	\$ 63,878
	c. Fireworks Set Pieces									
	1. With Aerial Display		1.00	\$ 304	\$ 304	\$ 234	77%	-	\$ -	\$ -
	2. Without Aerial Display		3.00	\$ 304	\$ 913	\$ 469	51%	-	\$ -	\$ -
	d. Fireworks - special effects Pyrotechnic effects used in motion picture, television, theatrical and group entertainment (first 2 hours)		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
	1. Each additional hour		1.00	\$ 304	\$ 304	\$ 234	77%	-	\$ -	\$ -
43	Pyroxylin Plastics		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
44	Refrigeration Equipment		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
45	Repair Garages and Motor Fuel-Dispensing Facilities		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
46	Rooftop Heliports		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
47	Spraying or Dipping		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
48	Storage of Scrap Tires and Tire Byproducts		2.50	\$ 304	\$ 760	\$ 586	77%	-	\$ -	\$ -
49	Temporary Membrane Structures & Tents	[3]								
	a. 400 - 1,499 s.f.		2.50	\$ 304	\$ 760	\$ 469	62%	4	\$ 1,876	\$ 3,042
	b. 1,500 - 2,999 s.f.		3.00	\$ 304	\$ 913	\$ 586	64%	5	\$ 2,930	\$ 4,563
	c. 3,000 - 5,999 s.f.		3.50	\$ 304	\$ 1,065	\$ 702	66%	4	\$ 2,808	\$ 4,259
	d. 6,000 s.f. and above		4.00	\$ 304	\$ 1,217	\$ 819	67%	5	\$ 4,095	\$ 6,084
50	Tire Rebuilding Plants		2.50	\$ 304	\$ 760	\$ 586	77%	-	\$ -	\$ -
51	Waste Handling		2.50	\$ 304	\$ 760	\$ 586	77%	-	\$ -	\$ -
52	Wood Products		2.50	\$ 304	\$ 760	\$ 469	62%	-	\$ -	\$ -
53	Occupancies with 2 or More Permits, Each Additional Permit	[2]	0.25	\$ 304	\$ 76	\$ 59	78%	-	\$ -	\$ -

Fee No.	Fee Description	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
			Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues	
									Current Fee	Full Cost
<b>B. OCCUPANCY INSPECTIONS</b>										
		[1]								
1	Commercial Day Care									
	a. 7-49 persons		2.00	\$ 304	\$ 608	\$ 234	38%	30	\$ 7,020	\$ 18,251
	b. 50-149 persons		3.00	\$ 304	\$ 913	\$ 469	51%	50	\$ 23,450	\$ 45,627
	c. 150 or more persons		4.50	\$ 304	\$ 1,369	\$ 586	43%	3	\$ 1,758	\$ 4,106
2	Educational									
	a. 1-99 students		3.00	\$ 304	\$ 913	\$ 234	26%	53	\$ 12,402	\$ 48,365
	b. 100-199 students		4.00	\$ 304	\$ 1,217	\$ 469	39%	24	\$ 11,256	\$ 29,201
	c. 200-499 students		5.00	\$ 304	\$ 1,521	\$ 586	39%	78	\$ 45,708	\$ 118,630
	d. 500+ students		6.00	\$ 304	\$ 1,825	NEW	%	101	\$ -	\$ 184,333
3	Institutional									
	a. Hospitals		13.00	\$ 304	\$ 3,954	\$ 1,875	47%	2	\$ 3,750	\$ 7,909
4	Pre-Inspection (R-2.1, R-3.1 and R-4 Facilities - H&S 13235)									
	a. Facilities with 25 or less persons		2.00	\$ 304	\$ 608	\$ 234	38%	25	\$ 5,850	\$ 15,209
	b. Facilities with 26 or more persons		3.00	\$ 304	\$ 913	\$ 469	51%	5	\$ 2,345	\$ 4,563
5	High Rise Inspections									
	a. B-7 to 10 Stories		6.50	\$ 304	\$ 1,977	\$ 1,523	77%	-	\$ -	\$ -
	b. B-11 or more Stories		8.00	\$ 304	\$ 2,433	\$ 1,875	77%	1	\$ 1,875	\$ 2,433
6	Residential Apartments									
	a. Up to 4 units		1.50	\$ 304	\$ 456	\$ 117	26%	355	\$ 41,535	\$ 161,976
	b. 5 - 25 Units		2.00	\$ 304	\$ 608	\$ 352	58%	240	\$ 84,480	\$ 146,007
	c. 26 - 100 Units		3.00	\$ 304	\$ 913	\$ 526	58%	400	\$ 210,400	\$ 365,016
	d. 101 - 300 Units		4.00	\$ 304	\$ 1,217	\$ 579	48%	220	\$ 127,380	\$ 267,679
	e. 301 + units		5.00	\$ 304	\$ 1,521	\$ 826	54%	14	\$ 11,564	\$ 21,293
7	Residential Care Facilities/Skilled Nursing Facilities Initial Fire Clearance/Annual Inspection									
	a. 7-25 units		3.00	\$ 304	\$ 913	\$ 352	39%	20	\$ 7,040	\$ 18,251
	b. 26-100 units		4.00	\$ 304	\$ 1,217	\$ 527	43%	20	\$ 10,540	\$ 24,334
	c. 101-300 units		5.00	\$ 304	\$ 1,521	\$ 703	46%	15	\$ 10,545	\$ 22,814
	d. 301 or more units		6.00	\$ 304	\$ 1,825	\$ 878	48%	2	\$ 1,756	\$ 3,650
8	Annual Inspection Hotel/Motel									
	a. 7-25 units		2.50	\$ 304	\$ 760	\$ 352	46%	4	\$ 1,408	\$ 3,042
	b. 26-100 units		3.00	\$ 304	\$ 913	\$ 527	58%	15	\$ 7,905	\$ 13,688
	c. 101-300 units		4.00	\$ 304	\$ 1,217	\$ 703	58%	20	\$ 14,060	\$ 24,334
	d. 301 or more units		5.00	\$ 304	\$ 1,521	\$ 878	58%	1	\$ 878	\$ 1,521



Fee No.	Fee Description	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
			Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues	
									Current Fee	Full Cost
9	Commercial Business Inspections	[4]								
	a. 0 – 2000 sq. ft.		1.50	\$ 304	\$ 456	\$ 117	26%	90	\$ 10,530	\$ 41,064
	b. 2001 – 5000 sq. ft.		2.25	\$ 304	\$ 684	\$ 234	34%	35	\$ 8,190	\$ 23,954
	c. 5,001 – 10,000 sq. ft.		3.00	\$ 304	\$ 913	\$ 352	39%	15	\$ 5,280	\$ 13,688
	d. 10,001 – 20,000 sq. ft.		3.75	\$ 304	\$ 1,141	\$ 469	41%	15	\$ 7,035	\$ 17,110
	e. 20,001 – 40,000 sq. ft.		4.50	\$ 304	\$ 1,369	\$ 586	43%	10	\$ 5,860	\$ 13,688
	f. 40,001 – 80,000 sq. ft.		5.25	\$ 304	\$ 1,597	\$ 703	44%	8	\$ 5,624	\$ 12,776
	g. 80,001 – 120,000 sq. ft.		6.00	\$ 304	\$ 1,825	\$ 820	45%	3	\$ 2,460	\$ 5,475
	h. 120,001 – 150,000 sq. ft.		6.75	\$ 304	\$ 2,053	\$ 938	46%	1	\$ 938	\$ 2,053
	i. 150,001 – 200,000 sq. ft.		7.50	\$ 304	\$ 2,281	\$ 1,055	46%	1	\$ 1,055	\$ 2,281
	j. 200,001 – 500,000 sq. ft.		10.00	\$ 304	\$ 3,042	NEW	%	-	\$ -	\$ -
	k. 500,001 sq. ft. or greater		13.00	\$ 304	\$ 3,954	NEW	%	-	\$ -	\$ -
10	Storage Facilities									
	With Interior Corridors		4.00	\$ 304	\$ 1,217	\$ 786	65%	5	\$ 3,930	\$ 6,084
	Without Interior Corridors		3.00	\$ 304	\$ 913	\$ 528	58%	5	\$ 2,640	\$ 4,563
11	2+ Permits, each additional permit after first permit	[2]	0.25	\$ 304	\$ 76	\$ 73	96%	-	\$ -	\$ -
<b>TOTAL</b>									<b>\$ 809,217</b>	<b>\$ 1,863,637</b>

[Notes]

- [1] Permit Fees include an initial inspection and one re-inspection. Failure to comply with inspection program or second re-inspection will result in additional inspection fees per Section D, Item 2 of this fee schedule.
- [2] Occupancies with more than two or more permits shown on the list above will result in a charge using the highest amount shown, followed by additional permits at 1/4 of hourly rate.
- [3] Fee is assessed based on cumulative permissible tent square footage at a single site.
- [4] Fee is assessed based on cumulative square footage of all buildings under a single owner.

Fee No.	Fee Description	Fee Unit	Notes	Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis			
				Estimated Average Labor Time (hours)			Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues	
				Plan Review & Processing	Inspection	Total						Current Fee	Full Cost
<b>C. DEVELOPMENT PLAN REVIEW AND INSPECTION</b>													
1	Aboveground Tank Installation, Flammable/Combustible Liquids Compressed Gases	first tank		1.50	1.50	3.00	\$ 304	\$ 913	\$ 655	72%	60	\$ 39,300	\$ 54,752
	a. Additional Tank	each		0.75	1.00	1.75	\$ 304	\$ 532	\$ 262	49%	-	\$ -	\$ -
2	Administration Charge for Resubmittals, Upon 2nd or Subsequent Revision	first hour	(I)	1.50	-	1.50	\$ 304	\$ 456	\$ 262	57%	525	\$ 137,550	\$ 239,542
	a. Additional Hours	per hour		1.00	-	1.00	\$ 304	\$ 304	\$ 262	86%	-	\$ -	\$ -
3	Basic Building Review												
	a. Minor Plan Review, Over the Counter	per project	(I)	0.50	-	0.50	\$ 304	\$ 152	\$ 131	86%	40	\$ 5,240	\$ 6,084
	b. Basic Construction Fee	per project	(I)	1.50	1.50	3.00	\$ 304	\$ 913	\$ 262	29%	135	\$ 35,370	\$ 123,193
	c. Commercial Uses (New Construction)												
	1. 0,001 - 10,000 s.f.	per project		2.00	2.00	4.00	\$ 304	\$ 1,217	\$ 856	70%	45	\$ 38,520	\$ 54,752
	2. 10,001 - 20,000 s.f.	per project		2.50	2.50	5.00	\$ 304	\$ 1,521	\$ 1,005	66%	1	\$ 1,005	\$ 1,521
	3. 20,001 - 50,000 s.f.	per project		3.50	3.50	7.00	\$ 304	\$ 2,129	\$ 1,351	63%	2	\$ 2,702	\$ 4,259
	4. >50,001 s.f.	scaled per s.f.	(I)	0.00007	0.00007	0.00014	\$ 304	\$ 0.04	\$ 0.01	n/a	10	\$ 0	\$ 0
	d. Commercial Residential and Multifamily Residential Uses (New Building)												
	1. 0 - 10,000 s.f.	per project		2.50	2.00	4.50	\$ 304	\$ 1,369	\$ 786	57%	25	\$ 19,650	\$ 34,220
	2. 10,001 - 20,000 s.f.	per project		3.00	2.50	5.50	\$ 304	\$ 1,673	\$ 1,087	65%	30	\$ 32,610	\$ 50,190
	3. 20,001 - 50,000 s.f.	per project		4.00	3.00	7.00	\$ 304	\$ 2,129	\$ 1,663	78%	25	\$ 41,575	\$ 53,232
	4. >50,001 s.f.	scaled per s.f.	(I)	0.00008	0.00004	0.00012	\$ 304	\$ 0.04	\$ 0.02	n/a	4	\$ 0	\$ 0
	e. Commercial Storage / Warehouse (New Building)												
	1. 0 - 50,000 s.f.	per project		2.50	2.00	4.50	\$ 304	\$ 1,369	\$ 856	63%	5	\$ 4,280	\$ 6,844
	2. 50,001 - 200,000 s.f.	per project		4.00	3.00	7.00	\$ 304	\$ 2,129	\$ 1,285	60%	2	\$ 2,570	\$ 4,259
	3. >200,001 s.f.	scaled per s.f.	(I)	0.00002	0.00002	0.00004	\$ 304	\$ 0.01	\$ 0.01	n/a	2	\$ 0	\$ 0
	f. Commercial Uses (Tenant Improvement)												
	1. 0,001 - 10,000 s.f.	per project		2.00	2.00	4.00	\$ 304	\$ 1,217	\$ 625	51%	240	\$ 150,000	\$ 292,013
	2. 10,001 - 20,000 s.f.	per project		2.50	2.50	5.00	\$ 304	\$ 1,521	\$ 1,142	75%	35	\$ 39,970	\$ 53,232
	3. 20,001 - 50,000 s.f.	per project		3.00	3.50	6.50	\$ 304	\$ 1,977	\$ 1,570	79%	20	\$ 31,400	\$ 39,543
	4. >50,001 s.f.	scaled per s.f.	(I)	0.00006	0.00007	0.00013	\$ 304	\$ 0.04	\$ 0.02	n/a	15	\$ 0	\$ 1
	g. High Piled Storage Rack (Tenant Improvement)												
	1. 0,001 - 10,000 s.f.	per project		2.00	1.50	3.50	\$ 304	\$ 1,065	\$ 714	67%	5	\$ 3,570	\$ 5,323
	2. 10,001 - 20,000 s.f.	per project		2.50	2.00	4.50	\$ 304	\$ 1,369	\$ 999	73%	3	\$ 2,997	\$ 4,106
	3. 20,001 - 50,000 s.f.	per project		3.00	2.50	5.50	\$ 304	\$ 1,673	\$ 1,285	77%	1	\$ 1,285	\$ 1,673
	4. >50,001 s.f.	scaled per s.f.	(I)	0.00006	0.00005	0.00011	\$ 304	\$ 0.03	\$ 0.02	n/a	1	\$ 0	\$ 0

Fee No.	Fee Description	Fee Unit	Notes	Activity Service Cost Analysis				Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				Estimated Average Labor Time (hours)			Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues	
				Plan Review & Processing	Inspection	Total						Current Fee	Full Cost
4	Certificate of Release	each		2.00	1.00	3.00	\$ 304	\$ 913	\$ 393	43%	130	\$ 51,090	\$ 118,630
5	Compressed Gas System												
	a. CO2 beverage dispensing	per project		1.50	1.50	3.00	\$ 304	\$ 913	\$ 655	72%	10	\$ 6,550	\$ 9,125
	b. Medical Gas	per project		2.00	2.50	4.50	\$ 304	\$ 1,369	\$ 524	38%	1	\$ 524	\$ 1,369
6	Design Review/Consultation												
	a. In office consult	per project		1.00	-	1.00	\$ 304	\$ 304	\$ 131	43%	5	\$ 655	\$ 1,521
	1. Additional hours	per hour		1.00	-	1.00	\$ 304	\$ 304	\$ 262	86%	-	\$ -	\$ -
	b. Out of office consult	first 2 hours		2.00	-	2.00	\$ 304	\$ 608	\$ 524	86%	5	\$ 2,620	\$ 3,042
	1. Additional hours	per hour		1.00	-	1.00	\$ 304	\$ 304	\$ 262	86%	-	\$ -	\$ -
	c. Plan design review	first hour		1.00	-	1.00	\$ 304	\$ 304	NEW	%	-	\$ -	\$ -
	1. Additional hours	per hour		1.00	-	1.00	\$ 304	\$ 304	NEW	%	-	\$ -	\$ -
7	Emergency Responder Radio Coverage (ERRC)	per hour		1.00	1.00	2.00	\$ 304	\$ 608	NEW	%	10	\$ -	\$ 6,084
8	Fire Alarm System												
	a. 0-25 Devices	per project		2.00	2.00	4.00	\$ 304	\$ 1,217	\$ 560	46%	85	\$ 47,600	\$ 103,421
	b. 26-50 Devices	per project		2.50	3.00	5.50	\$ 304	\$ 1,673	\$ 625	37%	25	\$ 15,625	\$ 41,825
	c. 51- 100 Devices	per project		3.50	4.50	8.00	\$ 304	\$ 2,433	\$ 740	30%	15	\$ 11,100	\$ 36,502
	d. > 100 Devices	per project		5.00	8.00	13.00	\$ 304	\$ 3,954	\$ 884	22%	15	\$ 13,260	\$ 59,315
	e. Sprinkler System Supervision & Alarm	per project		1.50	2.00	3.50	\$ 304	\$ 1,065	\$ 262	25%	55	\$ 14,410	\$ 58,555
	f. Communication upgrade	per project		1.50	2.00	3.50	\$ 304	\$ 1,065	\$ 262	25%	55	\$ 14,410	\$ 58,555
9	Fire Flow / Hydrant Test	each		-	2.00	2.00	\$ 304	\$ 608	\$ 524	86%	-	\$ -	\$ -
10	Fire Sprinkler System - Commercial (New Installation)												
	a. 1-99 sprinklers	per project		4.00	5.00	9.00	\$ 304	\$ 2,738	\$ 524	19%	50	\$ 26,200	\$ 136,881
	b. 100-199 sprinklers	per project		5.00	6.00	11.00	\$ 304	\$ 3,346	\$ 655	20%	40	\$ 26,200	\$ 133,839
	c. 200 or more sprinklers	per project		6.00	8.00	14.00	\$ 304	\$ 4,259	\$ 1,310	31%	35	\$ 45,850	\$ 149,048
11	Fire Sprinkler System - Commercial (T.I.)												
	a. 1-99 sprinklers	per project		1.50	2.00	3.50	\$ 304	\$ 1,065	\$ 262	25%	165	\$ 43,230	\$ 175,664
	b. 100-199 sprinklers	per project		1.75	3.00	4.75	\$ 304	\$ 1,445	\$ 560	39%	5	\$ 2,800	\$ 7,224
	c. 200 or more sprinklers	per project		2.00	4.00	6.00	\$ 304	\$ 1,825	\$ 668	37%	5	\$ 3,340	\$ 9,125
12	Master Sprinkler Plan Production Homes	per plan		2.50	-	2.50	\$ 304	\$ 760	\$ 655	86%	100	\$ 65,500	\$ 76,045
13	Sprinkler System Subdivision Production	per plan		1.00	2.00	3.00	\$ 304	\$ 913	\$ 524	57%	1,000	\$ 524,000	\$ 912,541
14	Residential Sprinkler System (T.I.)	per plan		1.50	2.00	3.50	\$ 304	\$ 1,065	\$ -	0%	1	\$ -	\$ 1,065
15	Residential Sprinkler System (Non-Production)	per project		2.50	2.50	5.00	\$ 304	\$ 1,521	\$ 655	43%	70	\$ 45,850	\$ 106,463
16	Clean Agent Suppression System or Equal	per project		2.50	2.00	4.50	\$ 304	\$ 1,369	\$ 655	48%	5	\$ 3,275	\$ 6,844
17	Hood & Duct Fire Suppression System	per system		2.00	2.00	4.00	\$ 304	\$ 1,217	\$ 524	43%	60	\$ 31,440	\$ 73,003

Fee No.	Fee Description	Fee Unit	Notes	Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis			
				Estimated Average Labor Time (hours)			Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues	
				Plan Review & Processing	Inspection	Total						Current Fee	Full Cost
18	Mapping Fee - (i.e. New subdivisions/site plans)												
	Electronic Format												
	1. 0 - 25 lots	per project		1.00	-	1.00	\$ 304	\$ 304	\$ 285	94%	-	\$ -	\$ -
	2. 26 - 100 lots	per project		2.00	-	2.00	\$ 304	\$ 608	\$ 524	86%	-	\$ -	\$ -
	3. 101 or more lots	per project		3.00	-	3.00	\$ 304	\$ 913	\$ 524	57%	-	\$ -	\$ -
19	After Hours												
	a. Plan Review												
	1. First 2 hours	first 2 hours		2.00	-	2.00	\$ 333	\$ 667	\$ 285	43%	-	\$ -	\$ -
	2. Each additional hour	per hour		1.00	-	1.00	\$ 333	\$ 333	\$ 524	157%	-	\$ -	\$ -
	b. Inspection												
	1. First 2 hours	first 2 hours		-	2.00	2.00	\$ 333	\$ 667	\$ 285	43%	15	\$ 4,275	\$ 10,002
	2. Each additional hour	per hour		-	1.00	1.00	\$ 333	\$ 333	\$ 524	157%	-	\$ -	\$ -
20	Site Plan Review												
	a. Perimeter Fencing / Gates	per project		1.50	2.00	3.50	\$ 304	\$ 1,065	\$ 524	49%	35	\$ 18,340	\$ 37,262
	b. Civil Improvement	per project		3.00	1.00	4.00	\$ 304	\$ 1,217	\$ 524	43%	130	\$ 68,120	\$ 158,174
21	Underground Fire Supply Line (1st 3 Hydrants/Risers)	per project		1.50	4.00	5.50	\$ 304	\$ 1,673	\$ 524	31%	40	\$ 20,960	\$ 66,920
	1. Each additional 3 Hydrants	per hydrant		0.50	2.00	2.50	\$ 304	\$ 760	\$ 131	17%	5	\$ 655	\$ 3,802
22	Evacuation Plan Review	per project		2.00	2.00	4.00	\$ 304	\$ 1,217	\$ 524	43%	1	\$ 524	\$ 1,217
23	Smoke Control or Smoke Exhaust Systems	per project		4.00	5.00	9.00	\$ 304	\$ 2,738	\$ 524	19%	-	\$ -	\$ -
24	Spray Booths	per project		2.00	1.00	3.00	\$ 304	\$ 913	\$ 524	57%	1	\$ 524	\$ 913
25	Cell Tower (outside roof, pole, etc.)	per project		1.50	1.00	2.50	\$ 304	\$ 760	\$ 393	52%	35	\$ 13,755	\$ 26,616
26	LPG Gas Tank Installation - Commercial	per project		1.50	1.00	2.50	\$ 304	\$ 760	\$ 428	56%	1	\$ 428	\$ 760
27	LPG Propane Tank Install - Residential	per project		1.50	1.00	2.50	\$ 304	\$ 760	\$ 393	52%	-	\$ -	\$ -
28	Stationary Fire Pump	per project		2.50	2.50	5.00	\$ 304	\$ 1,521	\$ 1,572	103%	5	\$ 7,860	\$ 7,605
29	Hazardous Materials												
	a. Hazardous Materials Dispense/Use												
	1. 1-5 chemicals	per project		3.00	2.00	5.00	\$ 304	\$ 1,521	NEW	%	-	\$ -	\$ -
	2. Each additional 5 chemicals	per project		3.00	2.00	5.00	\$ 304	\$ 1,521	NEW	%	-	\$ -	\$ -
	b. Hazardous Materials Storage												
	1. 1-5 chemicals	per project		3.00	2.00	5.00	\$ 304	\$ 1,521	NEW	%	-	\$ -	\$ -
	2. Each additional 5 chemicals	per project		3.00	2.00	5.00	\$ 304	\$ 1,521	NEW	%	-	\$ -	\$ -
30	Solar Panel												
	New Panels on Residential	per project		1.50	1.00	2.50	\$ 304	\$ 760	\$ 524	69%	-	\$ -	\$ -
	Commercial	per project		1.50	1.50	3.00	\$ 304	\$ 913	\$ 524	57%	30	\$ 15,720	\$ 27,376
31	Energy Storage Systems (ESS)												
	a. Residential	per project		1.50	1.50	3.00	\$ 304	\$ 913	NEW	%	200	\$ -	\$ 182,508
	i. Residential ESS Master Plan - Subdivision Homes	per project		1.50	-	1.50	\$ 304	\$ 456	NEW	%	-	\$ -	\$ -
	ii. Residential ESS Subdivision - Production Homes	per project		-	1.00	1.00	\$ 304	\$ 304	NEW	%	-	\$ -	\$ -
	b. Commercial	per project		6.00	1.50	7.50	\$ 304	\$ 2,281	NEW	%	1	\$ -	\$ 2,281
32	Temporary Building Use	per project		1.50	1.50	3.00	\$ 304	\$ 913	\$ 524	57%	3	\$ 1,572	\$ 2,738
33	Temporary Sales Trailer	per project		1.50	1.50	3.00	\$ 304	\$ 913	NEW	%	-	\$ -	\$ -
34	Satellite Television Letter	per project		1.00	-	1.00	\$ 304	\$ 304	\$ 262	86%	2	\$ 524	\$ 608
35	Will Serve Letter Processing	per project		1.00	-	1.00	\$ 304	\$ 304	\$ 262	86%	20	\$ 5,240	\$ 6,084
36	Cryogenic Fluids	per project		1.50	1.50	3.00	\$ 304	\$ 913	NEW	%	-	\$ -	\$ -
37	Flammable and Combustible Liquids	per project		2.00	2.00	4.00	\$ 304	\$ 1,217	NEW	%	-	\$ -	\$ -
38	Fuel Cell Power Systems	per project		6.00	1.50	7.50	\$ 304	\$ 2,281	NEW	%	-	\$ -	\$ -

Fee No.	Fee Description	Fee Unit	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis				
				Estimated Average Labor Time (hours)			Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues	
				Plan Review & Processing	Inspection	Total						Current Fee	Full Cost
39	Gas Detection Systems	per project		1.50	1.50	3.00	\$ 304	\$ 913	NEW	%	-	\$ -	\$ -
40	Industrial Oven	per project		1.50	1.50	3.00	\$ 304	\$ 913	NEW	%	-	\$ -	\$ -
41	Motor Vehicle Repair Rooms and Booths	per project		1.50	1.50	3.00	\$ 304	\$ 913	NEW	%	-	\$ -	\$ -
42	Plant Extraction	per project		2.50	2.00	4.50	\$ 304	\$ 1,369	NEW	%	-	\$ -	\$ -
43	Special Event Structures	per project		1.50	1.50	3.00	\$ 304	\$ 913	NEW	%	-	\$ -	\$ -
44	Haunted House	per project		1.50	1.50	3.00	\$ 304	\$ 913	NEW	%	-	\$ -	\$ -
45	Enhanced Vapor Recovery System	per project		1.00	1.00	2.00	\$ 304	\$ 608	NEW	%	-	\$ -	\$ -
46	Kiosk/Booth/Special Concessions in Mall (Temporary)	per project		0.75	0.75	1.50	\$ 304	\$ 456	NEW	%	-	\$ -	\$ -
47	Spraying and Dipping	per project		2.00	2.00	4.00	\$ 304	\$ 1,217	NEW	%	-	\$ -	\$ -
48	Standpipe Systems	per project		2.50	2.50	5.00	\$ 304	\$ 1,521	NEW	%	-	\$ -	\$ -
<b>TOTAL</b>											\$ 1,743,621	\$ 3,849,292	

- (Notes)
- [1] Fee applies for additional or incomplete submittals beyond first submittal and one re-check included in initial plan review fee.
  - [2] A minor plan is deemed appropriate on a case by case basis, for minor scopes of work as determined by the Fire Marshal.
  - [3] Fee structure is set so that "scaled per s.f." project fees should be implemented as follows: per project fee from previous threshold + (remaining s.f. x per s.f. cost multiplier)

Fee No.	Fee Description	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
			Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues	
									Current Fee	Full Cost
<b>D. MISCELLANEOUS</b>										
1	Administration Charges (I.e. Weed Abatement) (per 1/2 hour)	(1)	0.50	\$ 226	\$ 113	\$ 147	130%	-	\$ -	\$ -
2	Additional Inspection/Reinspection (per 1/2 hour)		0.50	\$ 304	\$ 152	\$ 124	82%	100	\$ 12,433	\$ 15,209
3	Appeals	(1)	4.00	\$ 304	\$ 1,217	\$ 586	48%	-	\$ -	\$ -
4	Copies of Reports, Photographs, etc. (see SMF - Public Records Act Policy)									
5	District Apparatus Emergency Response/Stand-By	(4)			Actual Cost	Actual Cost				
6	Commercial False Alarm Cost Recovery (per response)	(3)								
	a. Processing and Inspection required (per response)		1.50	\$ 304	\$ 456	\$ 292	64%	-	\$ -	\$ -
	b. Suppression Unit Response Cost (per hour)	(4)			Actual Cost	\$ 330				
	c. Inspection Follow up (after initial correction notice) (per 1/2 hour)		0.50	\$ 304	\$ 152	\$ 124	82%	-	\$ -	\$ -
7	Investigation Fee - Fire Investigation (first hour)		1.50	\$ 233	\$ 349	\$ 373	107%	-	\$ -	\$ -
	each additional hour		1.00	\$ 233	\$ 233	\$ 182	78%	-	\$ -	\$ -
8	Investigation Fee - Complaint Investigation (first hour)		1.50	\$ 327	\$ 491	\$ 373	76%	-	\$ -	\$ -
	each additional hour		1.00	\$ 327	\$ 327	\$ 182	56%	-	\$ -	\$ -
9	Monitoring Required Evacuation Drills	(4)			Actual Cost	Actual Cost				
10	Negligently Caused Fire Emergency	(4)			Actual Cost	\$ 373				
11	Research of District Records (per 1/2 hour) (plus copy charge of \$1.00 for the first page; plus \$.10 per page thereafter)		0.50	\$ 304	\$ 152	\$ 147	97%	-	\$ -	\$ -
12	Responses Patient Assistance Request from "For Profit" Care Facilities	(4)			Actual Cost	\$ 330				
13	Standby Personnel or Safety Officer	(4)			Actual Cost	Actual Cost				
14	Technical Report/Alternative Material or Method Processing (2 hour minimum)		2.00	\$ 304	\$ 608	\$ 586	96%	-	\$ -	\$ -
15	Lost Fire Permit Card		1.00	\$ 304	\$ 304	\$ 147	48%	-	\$ -	\$ -
16	Special Inspection Requests (Not otherwise specified in fee schedule)		2.00	\$ 304	\$ 608	\$ 469	77%	-	\$ -	\$ -
17	Credit Card Processing Fee	(4)			Actual Cost	NEW				
18	Cost Recovery Based on Actual Time (per hour)									
	a. Fire Investigation		1.00	\$ 233	\$ 233	\$ 224	96%	-	\$ -	\$ -
	b. Weed Abatement		1.00	\$ 226	\$ 226	\$ 129	57%	-	\$ -	\$ -
	c. Code Complaint		1.00	\$ 327	\$ 327	NEW	%	-	\$ -	\$ -
	d. Inspection & Permit Services		1.00	\$ 304	\$ 304	\$ 292	96%	-	\$ -	\$ -
	e. Suppression	(4)			Actual Cost	\$ 330				
<b>TOTAL</b>									\$ 12,433	\$ 15,209

- (Notes)**
- (1) All fees in the Miscellaneous Section of the fee schedule are "minimum" amounts. Service required in excess of the minimum will be charged at a adopted hourly rates.
- Whenever the Fire Chief disapproves an application, or refused to grant a permit applied for, or when it is claimed that the provisions of the Code do not apply, or that the true intent and meaning of the Code have been misconstrued or wrongly interpreted with regard to any part of Title 37.04 of the Sacramento County Code (California Fire Code), the applicant may appeal the decision to the District Fire Board within 30 calendar days. The decision of the District Fire Board is final. This fee is nonrefundable unless appeal is granted and shall accompany the appeal documentation.
- (3) Cost established through this study is a per response cost. Please refer to SMF's false alarm ordinance for interpretation of these amounts into penalties for false alarms
- (4) Actual cost means the actual time and cost for service will be charged as deemed appropriate by the Fire Marshal or Finance Department

**APPENDIX B**

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*Comparative Fee Survey*

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Prepared by NBS for the Sacramento Metropolitan Fire District

SACRAMENTO METROPOLITAN FIRE DISTRICT  
 Community Risk Reduction Division - User Fee Study FY 23  
 Comparison of Charges for Fee Related Activities and Services

APPENDIX B

Sacramento Metropolitan Fire District				Comparative Agencies				
Fee No.	Fee Description	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Cosumnes CSD	Fresno	Orange County	Sacramento
<b>A. PERMITS TO OPERATE</b>								
1	Additive Manufacturing	NEW	\$ 608	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
2	Aerosol Products (first 500 lbs.)	\$ 469	\$ 608	\$ 279	\$ 305	no comparison available	\$ 217	\$ 296
3	Amusement Buildings	\$ 469	\$ 913	\$ 279	\$ 596	no comparison available	\$ 202	\$ 733
4	Aviation Facilities	\$ 938	\$ 1,217	\$ 558	\$ 509	no comparison available	\$ 202	\$ 733
5	Carnivals, Fairs, and Special Events	\$ 469	\$ 913	\$ 349	Plan Review, No Insp: \$122	no comparison available	\$ 202	\$ 332
	a. Each additional booth, exhibits, etc.	\$ 24	\$ 30	During Business Hours: \$140 per 1/2 hr After Business Hours: \$279 per hr	Plan Review, Insp (regular hours): \$566 Plan Review, Insp (overtime hours): \$798	no comparison available	no comparison available	no comparison available
	b. Outdoor assembly events (greater than 1,000 people)	NEW	\$ 1,825	During Business Hours: \$140 per 1/2 hr After Business Hours: \$279 per hr		no comparison available	no comparison available	no comparison available
6	Cellulose Nitrate Film	\$ 469	\$ 608	\$ 419	\$ 305	no comparison available	no comparison available	\$ 296
7	Combustible Dust Producing Operations	\$ 469	\$ 608	Up to 2,500 sf: \$279 2,500+ sf: \$558	\$ 611	no comparison available	no comparison available	\$ 441
8	Combustible Fibers	\$ 469	\$ 608	\$ 558	\$ 305	no comparison available	\$ 202	no comparison available
9	Compressed Gases	\$ 469	\$ 608	\$ 349	\$ 509	no comparison available	\$ 234	\$ 296
	a. Carbon dioxide systems	NEW	\$ 608	\$ 279	no comparison available	\$ 395	no comparison available	no comparison available
10	Covered Malls	\$ 1,875	\$ 2,433	\$ 349	\$ 916	no comparison available	no comparison available	\$ 1,062
11	Cryogenic Fluids	\$ 469	\$ 608	\$ 349	\$ 509	no comparison available	\$ 168	\$ 296
12	Cutting and Welding	\$ 469	\$ 608	\$ 349	\$ 305	no comparison available	\$ 138	\$ 296
13	Dry Cleaning Plants	\$ 469	\$ 608	\$ 349	\$ 407	no comparison available	\$ 152	\$ 369
14	Energy Storage Systems	NEW	\$ 608	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
15	Exhibit and Trade Shows	\$ 469	\$ 608	no comparison available	\$ 407	no comparison available	no comparison available	\$ 587
16	Explosives or Blasting Agents	\$ 585	\$ 760	Up to 100 lbs: \$558 100+ lbs: \$838	\$ 712	no comparison available	\$ 202	\$ 441



SACRAMENTO METROPOLITAN FIRE DISTRICT  
 Community Risk Reduction Division - User Fee Study FY 23  
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APPENDIX B

Sacramento Metropolitan Fire District				Comparative Agencies				
Fee No.	Fee Description	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Cosumnes CSD	Fresno	Orange County	Sacramento
17	Fire Hydrants and Water Control Valves	\$ 469	\$ 608	\$ 279	\$ 305	no comparison available	no comparison available	no comparison available
18	Flammable and Combustible Liquids	\$ 469	\$ 608	Class I liquids >5 gallons - Inside: \$349 Class I liquids >10 gallons - Outside: \$558				
	a. Use/Operate/Repair Pipeline	\$ 586	\$ 760	Class II or Class III A liquids >25 gallons - Inside: \$349 Class II or Class III A liquids >60 gallons - Outside: \$349	\$ 509	no comparison available	\$ 156	\$ 296
19	Floor Finishing	\$ 469	\$ 608	\$ 349	\$ 204	no comparison available	no comparison available	\$ 296
20	Fruit and Crop Ripening	\$ 469	\$ 608	\$ 279	\$ 407	no comparison available	no comparison available	\$ 296
21	Fumigation and Insecticidal Fogging	\$ -	\$ 608	No Charge	\$ 305	no comparison available	no comparison available	no comparison available
22	Hazardous Materials	\$ 586	\$ 1,217	1-5 products: \$279 5-10 products: \$838 11+ products: \$1,395	\$ 509	no comparison available	\$227 - \$234	\$ 441
23	HPM Facilities	\$ 586	\$ 1,217	\$ 1,395	\$ 712	no comparison available	no comparison available	\$ 697
24	High Pile Storage	\$ 586	\$ 760	Up to 5,000 sf: \$558 5,000+ sf: \$838	\$ 509	no comparison available	\$ 397	\$ 369
25	Hot Work Operations	\$ 469	\$ 608	\$ 140	\$ 305	no comparison available	\$ 184	\$ 296
26	Industrial Ovens	\$ 586	\$ 760	\$ 558	\$ 305	no comparison available	\$ 184	\$ 296
27	Lithium Batteries	NEW	\$ 608	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
28	Lumber Yards & Woodworking Plants	\$ 586	\$ 760	\$ 558	\$ 509	no comparison available	\$ 332	\$ 551
29	Liquid or Gas Fueled Vehicles in Assembly	\$ 586	\$ 760	\$ 279	\$ 204	no comparison available	\$ 202	no comparison available
30	LP Gas	\$ 469	\$ 608	Dispense, Store, Use: \$349 Operate Plant: \$558 Exchange Cylinders: \$279	\$ 407	no comparison available	\$ 149	\$ 296
31	Magnesium	\$ 469	\$ 608	\$ 419	\$ 509	no comparison available	\$ 202	\$ 296
32	Miscellaneous Combustible Storage	\$ 469	\$ 608	\$ 558	\$ 305	no comparison available	\$ 202	\$ 441
33	Mobile Fueling of Hydrogen-Fueled Vehicles	NEW	\$ 608	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
34	Motor Fuel Dispensing Facilities	\$ 469	\$ 608	\$ 558	\$ 509	no comparison available	\$ 184	\$ 369
35	Plant Extraction System	n/a	\$ 913	\$ 279	\$ 901	no comparison available	no comparison available	\$ 405

SACRAMENTO METROPOLITAN FIRE DISTRICT  
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APPENDIX B

Sacramento Metropolitan Fire District				Comparative Agencies				
Fee No.	Fee Description	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Cosumnes CSD	Fresno	Orange County	Sacramento
36	Open Burning (Burn Permit)	\$ -	\$ 76	\$ 279	\$ 30	no comparison available	\$ 202	\$ 186
37	Open Flames and Torches	\$ -	\$ 456	\$ 279	no comparison available	no comparison available	no comparison available	\$ 223
38	Open Flames and Candles	\$ -	\$ 456					
39	Organic Coatings	\$ 586	\$ 760	\$ 279	\$ 407	no comparison available	no comparison available	\$ 296
40	Places of Assembly							
	a. 50-99	\$ 234	\$ 456	Occupancy load 50-100: \$349	\$ 305	no comparison available	\$ 400	A-1: \$465 A-2 & A-3: \$281 - \$387 A-4 & A-5: \$563
	b. 100-299	\$ 373	\$ 760	Occupancy load 101-200: \$558	\$ 305	no comparison available	\$ 400	
				Occupancy load 201-299: \$558				
	d. 300 or more	\$ 586	\$ 913	Occupancy load 300+: \$838	\$ 407	no comparison available	\$ 856	
41	Private Hydrants	\$ 469	\$ 608	no comparison available	\$ 305	no comparison available	no comparison available	no comparison available
42	Pyrotechnic Special Effects							
	a. Fireworks Aerial Display							
	1. 60 or less shells	\$ 1,406	\$ 1,825	During Business Hours: \$698 first 2 hours \$140 per 1/2 hr add'l After Business Hours: \$279 per hr (3 hr min) no comparison available	Per Shoot: \$2,064	\$ 679	Home Coming & Barge Display: \$539 July 4th displays: \$1,946	no comparison available
	2. 61 to 120 shells	\$ 1,641	\$ 3,042					
	3. 121 to 180 shells	\$ 1,875	\$ 3,042					
	4. 181 to 240 shells	\$ 2,108	\$ 3,042					
	5. 241 or more shells	\$ 2,343	\$ 3,042					
	b. Fireworks Retail Stand	\$ 373	\$ 456	no comparison available	\$ 318	\$ 345	\$ 192	no comparison available
	c. Fireworks Set Pieces							
	1. With Aerial Display	\$ 234	\$ 304	During Business Hours: \$558 first 2 hours \$140 per 1/2 hr add'l	Per Shoot: \$853	\$ 679	no comparison available	no comparison available
	2. Without Aerial Display	\$ 469	\$ 913	After Business Hours: \$279 per hr (2 hr min)				
	d. Fireworks – special effects Pyrotechnic effects used in motion picture, television, theatrical and group entertainment (first 2 hours)	\$ 469	\$ 608	During Business Hours: \$558 first 2 hours \$140 per 1/2 hr add'l	Per Shoot: \$1,285	no comparison available	\$ 871	\$ 259
	1. Each additional hour	\$ 234	\$ 304	After Business Hours: \$279 per hr (2 hr min)		no comparison available	no comparison available	no comparison available
43	Pyroxylin Plastics	\$ 469	\$ 608	\$ 279	\$ 509	no comparison available	no comparison available	no comparison available
44	Refrigeration Equipment	\$ 469	\$ 608	\$ 419	\$ 305	no comparison available	no comparison available	\$ 296

SACRAMENTO METROPOLITAN FIRE DISTRICT  
 Community Risk Reduction Division - User Fee Study FY 23  
 Comparison of Charges for Fee Related Activities and Services

APPENDIX B

Sacramento Metropolitan Fire District				Comparative Agencies				
Fee No.	Fee Description	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Cosumnes CSD	Fresno	Orange County	Sacramento
45	Repair Garages and Motor Fuel-Dispensing Facilities	\$ 469	\$ 608	1 - 4 repair bays: \$349 5 - 8 repair bays: \$419 Greater than 8 repair bays: \$558	\$ 509	no comparison available	Less than 5,000 sqft: \$266 Greater than 5,000 sqft: \$283	\$ 369
46	Rooftop Heliports	\$ 469	\$ 608	\$ 279	\$ 509	no comparison available	no comparison available	\$ 223
47	Spraying or Dipping	\$ 469	\$ 608	\$ 349	\$ 509	no comparison available	\$ 381	\$ 296
48	Storage of Scrap Tires	\$ 586	\$ 760	\$ 558	\$ 509	no comparison available	\$ 202	\$ 405
49	Temporary Membrane Structure							
	a. 400 - 1,499 s.f.	\$ 469	\$ 760	401 sq/ft - 699 sq/ft: \$140		no comparison available		
	b. 1,500 - 2,999 s.f.	\$ 586	\$ 913	700 sq/ft - 5,000 sq/ft: \$279	\$ 624	no comparison available	\$ 202	\$ 186
	a. 3,000 - 5,999 s.f.	\$ 702	\$ 1,065	5,000+ sq/ft: \$419		no comparison available		
	a. 6,000 s.f. and above	\$ 819	\$ 1,217			no comparison available		
50	Tire Rebuilding Plants	\$ 586	\$ 760	\$ 558	\$ 509	no comparison available	no comparison available	no comparison available
51	Waste Handling	\$ 586	\$ 760	\$ 558	\$ 509	no comparison available	\$ 202	no comparison available
52	Wood Products	\$ 469	\$ 760	\$ 558	\$ 712	no comparison available	no comparison available	\$ 405
53	Occupancies with 2 or More Permits, Each Additional Permit	\$ 59	\$ 76	no comparison available	For multiple operational permits, the highest fee category will be assessed.  Renewal Fees: Cat I: \$207 Cat II: \$382 Cat III: \$557 Cat IV: \$732 Cat V: \$732 + \$175/hr	no comparison available	no comparison available	no comparison available

SACRAMENTO METROPOLITAN FIRE DISTRICT  
 Community Risk Reduction Division - User Fee Study FY 23  
 Comparison of Charges for Fee Related Activities and Services

APPENDIX B

Sacramento Metropolitan Fire District				Comparative Agencies				
Fee No.	Fee Description	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Cosumnes CSD	Fresno	Orange County	Sacramento
<b>B. OCCUPANCY INSPECTIONS</b>								
1	Commercial Day Care							
	a. 7-49 persons	\$ 234	\$ 608	\$279 + \$4 per unit	\$ 207	no comparison available	\$259 - \$294	9-14 persons: \$269 15-49: \$369 50-99: \$369 100+: \$369
	b. 50-149 persons	\$ 469	\$ 913		\$ 382	no comparison available		
	c. 150 or more persons	\$ 586	\$ 1,369		\$ 557	no comparison available		
2	Educational							
	a. Occupant load 1-99	\$ 234	\$ 913	Occupant load less than 50: \$349	\$ 382	no comparison available	\$ 415	no comparison available
	b. Occupant load 100-199	\$ 469	\$ 1,217	Occupant load 50-149: \$558 Occupant load 150-499: \$558	\$ 557			
	c. Occupant load 200-499	\$ 586	\$ 1,521	Occupant load 500 or greater: \$838	\$ 732			
	d. Occupant load 500+	NEW	\$ 1,825	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
3	Institutional							
	a. Hospitals	\$ 1,875	\$ 3,954	\$558 + \$4 per patient/bed	\$ 1,432	no comparison available	All A Occupancy > 10,000 square feet aggregate: \$415 All A Occupancy < 10,000 square feet aggregate: \$466	no comparison available
4	Pre-Inspection (R-2.1, R-3.1 and R-4 Facilities - H&S 13235)							
	a. Facilities with 25 or less persons	\$ 234	\$ 608	no comparison available	\$ 382	no comparison available	All A Occupancy > 10,000 square feet aggregate: \$415	no comparison available
	b. Facilities with 26 or more persons	\$ 469	\$ 913		26-100 beds: \$557 101-300 beds: \$732 301+ beds: \$907		All A Occupancy < 10,000 square feet aggregate: \$466	

SACRAMENTO METROPOLITAN FIRE DISTRICT  
 Community Risk Reduction Division - User Fee Study FY 23  
 Comparison of Charges for Fee Related Activities and Services

APPENDIX B

Sacramento Metropolitan Fire District				Comparative Agencies				
Fee No.	Fee Description	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Cosumnes CSD	Fresno	Orange County	Sacramento
5	High Rise Inspections							
	a. B - 7 to 10 Stories	\$ 1,523	\$ 1,977	Pre 1974: \$1,944	\$ 732	no comparison available	\$ 725	no comparison available
	b. B - 11 or more Stories	\$ 1,875	\$ 2,433	Post 1974: \$486 + \$0.005 sq. ft.	\$ 907			
6	Residential Apartments							
	a. Up to 4 units	\$ 117	\$ 456	\$364 + \$4 per unit	\$ 207	no comparison available	no comparison available	3-15 + units: \$44 16-30 units: \$235 31-60: \$308 61-100: \$381 101-150: \$451 151-200: \$527 201-250: \$599 251-300: \$672 301-350: \$672
	b. 5 - 25 Units	\$ 352	\$ 608		\$ 382	no comparison available	no comparison available	351-400: \$745 401-450: \$818 451-500: \$982 501+: \$892
	c. 26 - 100 Units	\$ 526	\$ 913		\$ 557	no comparison available	<50 units: no comparison 51-150 units: \$311 >150 units: \$518	
	d. 101 - 300 Units	\$ 579	\$ 1,217		\$ 732			
	e. 301 + units	\$ 826	\$ 1,521		\$ 907			
7	Residential Care Facilities/Skilled Nursing Facilities Initial Fire Clearance/Annual Inspection							
	a. 7-25 units	\$ 352	\$ 913	\$243 + \$4 per unit	\$ 382	no comparison available	7-16 units: \$415 16+ units: no comparison available	\$ 145
	b. 26-100 units	\$ 527	\$ 1,217		\$ 557			
	c. 100-300 units	\$ 703	\$ 1,521		\$ 732			
	d. 301 or more units	\$ 878	\$ 1,825		\$ 907			
8	Annual Inspection Hotel/Motel							
	a. 7-25 units	\$ 352	\$ 760	\$364 + \$4 per unit	\$ 382	no comparison available	<50 units: no comparison available 51-150 units: \$311 >150 units: \$518	3-8 units: \$296 9-16 rooms: \$369 17-30 rooms: \$441 31-60 rooms: \$514 61-90 rooms: \$624 91-120 rooms: \$697
	b. 26-100 units	\$ 527	\$ 913		\$ 557			
	c. 101-300 units	\$ 703	\$ 1,217		\$ 732			
	d. 301 or more units	\$ 878	\$ 1,521		\$ 907			

SACRAMENTO METROPOLITAN FIRE DISTRICT  
 Community Risk Reduction Division - User Fee Study FY 23  
 Comparison of Charges for Fee Related Activities and Services

APPENDIX B

Sacramento Metropolitan Fire District				Comparative Agencies				
Fee No.	Fee Description	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Cosumnes CSD	Fresno	Orange County	Sacramento
9	Commercial Business Inspections							
	a. 0 – 2000 sq. ft.	\$ 117	\$ 456	no comparison available	no comparison available	\$ 152	no comparison available	no comparison available
	b. 2001 – 5000 sq. ft.	\$ 234	\$ 684	no comparison available	no comparison available	\$ 152	no comparison available	no comparison available
	c. 5,001 – 10,000 sq. ft.	\$ 352	\$ 913	no comparison available	no comparison available	\$ 152	no comparison available	no comparison available
	d. 10,001 – 20,000 sq. ft.	\$ 469	\$ 1,141	no comparison available	no comparison available	\$ 152	no comparison available	no comparison available
	e. 20,001 – 40,000 sq. ft.	\$ 586	\$ 1,369	no comparison available	no comparison available	\$ 152	no comparison available	no comparison available
	f. 40,001 – 80,000 sq. ft.	\$ 703	\$ 1,597	no comparison available	no comparison available	\$ 152	no comparison available	no comparison available
	g. 80,001 – 120,000 sq. ft.	\$ 820	\$ 1,825	no comparison available	no comparison available	\$ 152	no comparison available	no comparison available
	h. 120,001 – 150,000 sq. ft.	\$ 938	\$ 2,053	no comparison available	no comparison available	\$ 152	no comparison available	no comparison available
	i. 150,001 – 200,000 sq. ft.	\$ 1,055	\$ 2,281	no comparison available	no comparison available	\$ 152	no comparison available	no comparison available
	j. 200,001 – 500,000 sq. ft.	NEW	\$ 3,042	no comparison available	no comparison available	\$ 152	no comparison available	no comparison available
	k. 500,001 sq. ft. or greater	NEW	\$ 3,954	no comparison available	no comparison available	\$ 152	no comparison available	no comparison available
10	Storage Facilities							
	With Interior Corridors	\$ 786	\$ 1,217	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Without Interior Corridors	\$ 528	\$ 913	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
11	2+ Permits, each additional permit after first permit	\$ 73	\$ 76	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available

Sacramento Metropolitan Fire District					Comparative Agencies				
Fee No.	Fee Description	Fee Type / Unit	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Colusa/CSSD	Fresno	Orange County	Sacramento
<b>C. DEVELOPMENT PLAN REVIEW AND INSPECTION</b>									
1	Aboveground Tank Installation, Flammable/Combustible Liquids Compressed Gases	first tank	\$ 655	\$ 913	\$ 558	\$ 1,316	\$358 + \$10 Archiving Fee	\$ 625	no comparison available
	a. Additional Tank	each	\$ 262	\$ 532	no comparison available	\$ 394	no comparison available	no comparison available	no comparison available
2	Administration Charge for Resubmittals, Upon 2nd or Subsequent Revision	first hour	\$ 262	\$ 456	\$ 275	\$ 175	\$ 95	Upon 3rd or Subsequent Revision (1 hour minimum): \$202	no comparison available
	a. Additional Hours	per hour	\$ 262	\$ 304	\$ 140	\$ 175	no comparison available	no comparison available	no comparison available
3	Basic Building Review								
	a. Minor Plan Review, Over the Counter	per project	\$ 131	\$ 152	no comparison available				
	b. Basic Construction Fee	per project	\$ 262	\$ 913	no comparison available				
	c. Commercial Uses (New Construction)								
	1. 0,001 - 10,000 s.f.	per project	\$ 856	\$ 1,217	\$837 + \$0.07 per square foot in excess of 2000 sq. ft.	Engineering Site Plan  W/ 3 or less hydrants - Commercial: \$1,654 W/ 4 or more hydrants - Commercial: \$1,917 Single Family Dwelling and/or Accessory Building with an approved permit of release: \$538	\$189.25	All A Occupancy > 10,000 square feet aggregate: \$1,635	Plan Review: \$129 per hour Inspection: \$0.10 per sq. ft.
	2. 10,001 - 20,000 s.f.	per project	\$ 1,005	\$ 1,521					
	3. 20,001 - 50,000 s.f.	per project	\$ 1,351	\$ 2,129					
	4. >50,001 s.f.	scaled per s.f.	\$ 0.01	\$ 0.04					
	d. Commercial Residential and Multifamily Residential Uses (New Building)								
	1. 0 - 10,000 s.f.	per project	\$ 786	\$ 1,369					
	2. 10,001 - 20,000 s.f.	per project	\$ 1,087	\$ 1,673					
	3. 20,001 - 50,000 s.f.	per project	\$ 1,663	\$ 2,129					
	4. >50,001 s.f.	scaled per s.f.	\$ 0.02	\$ 0.04					
	e. Commercial Storage / Warehouse (New Building)								
	1. 0 - 50,000 s.f.	per project	\$ 856	\$ 1,369					
	2. 50,001 - 200,000 s.f.	per project	\$ 1,285	\$ 2,129					
	3. >200,001 s.f.	scaled per s.f.	\$ 0.01	\$ 0.01					
	f. Commercial Uses (Tenant Improvement)								
	1. 0,001 - 10,000 s.f.	per project	\$ 625	\$ 1,217	\$558 + \$0.07 per square foot in excess of 2000 sq. ft.	Architectural Plan Review: \$579 plus \$0.16 per sq. ft.	Includes \$10 archiving fee for Fire District use.		
	2. 10,001 - 20,000 s.f.	per project	\$ 1,142	\$ 1,521					
	3. 20,001 - 50,000 s.f.	per project	\$ 1,570	\$ 1,977					
	4. >50,001 s.f.	scaled per s.f.	\$ 0.02	\$ 0.04					

Sacramento Metropolitan Fire District					Comparative Agencies				
Fee No.	Fee Description	Fee Type / Unit	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Cosumnes CSD	Fresno	Orange County	Sacramento
<b>C. DEVELOPMENT PLAN REVIEW AND INSPECTION</b>									
	g. High Piled Storage Rack (Tenant Improvement)								
	1. 0,001 - 10,000 s.f.	per project	\$ 714	\$ 1,065	\$558 + \$0.07 per square foot in excess of 2000 sq. ft.	no comparison available	no comparison available	\$ 1,235	Plan Review: \$129 per hour Inspection: \$0.10 per sq. ft.
	2. 10,001 - 20,000 s.f.	per project	\$ 999	\$ 1,369					
	3. 20,001 - 50,000 s.f.	per project	\$ 1,285	\$ 1,673					
	4. >50,001 s.f.	scaled per s.f.	\$ 0.02	\$ 0.03					
4	Certificate of Release	each	\$ 393	\$ 913	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
5	Compressed Gas System								
	a. CO2 beverage dispensing	per project	\$ 655	\$ 913	\$ 837	\$ 509	no comparison available	\$ 668	\$ 296
	b. Medical Gas	per project	\$ 524	\$ 1,369			no comparison available	\$ 1,195	
6	Design Review/Consultation								
	a. In office consult	per project	\$ 131	\$ 304	\$ 280				
	1. Additional hours	per hour	\$ 262	\$ 304	no comparison available	\$ 175	no comparison available	no comparison available	no comparison available
	b. Out of office consult	first 2 hours	\$ 524	\$ 608	\$ 558				
	1. Additional hours	per hour	\$ 262	\$ 304	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	c. Plan design review	first hour	NEW	\$ 304					
	1. Additional hours	per hour	NEW	\$ 304	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
7	Emergency Responder Radio Coverage (ERRC)	per hour	NEW	\$ 608	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
8	Fire Alarm System								
	a. 0-25 Devices	per project	\$ 560	\$ 1,217	\$698 + \$10 per device	1 - 25 Devices: \$1,303 Each additional 25 Devices: \$351	\$594.57 Each additional device: \$7	6-15 Devices: \$591 16-30 Devices: \$999 >30 Devices: \$1,353	no comparison available
	b. 26-50 Devices	per project	\$ 625	\$ 1,673					
	c. 51- 100 Devices	per project	\$ 740	\$ 2,433					
	d. 100 or more	per project	\$ 884	\$ 3,954					
	e. Sprinkler System Supervision & Alarm	per project	\$ 262	\$ 1,065					
	f. Communication upgrade	per project	\$ 262	\$ 1,065					
9	Fire Flow / Hydrant Test	each	\$ 524	\$ 608	\$ 558	\$ 426	\$ 189	no comparison available	no comparison available
10	Fire Sprinkler System - Commercial (New Installation)								
	a. 1-99 sprinklers	per project	\$ 524	\$ 2,738	\$972 + \$0.50 per head > 10	1 - 99 Sprinklers: \$1,918 Each Additional 50 Sprinklers: \$331	1-20 sprinklers: \$820.81 21-100 sprinklers: \$857.80 101-300 sprinklers: \$894.79	<100 heads: \$718 >100 heads: \$834	no comparison available
	b. 100-199 sprinklers	per project	\$ 655	\$ 3,346					
	c. 200 or more sprinklers	per project	\$ 1,310	\$ 4,259					
11	Fire Sprinkler System - Commercial (T.I.)								
	a. 1-99 sprinklers	per project	\$ 262	\$ 1,065	W/o calculations: \$558 + \$0.50 per head >10	11 - 25 heads: \$777		<25 heads: \$384	



SACRAMENTO METROPOLITAN FIRE DISTRICT  
 Community Risk Reduction Division - User Fee Study FY 23  
 Comparison of Charges for Fee Related Activities and Services

APPENDIX B

Sacramento Metropolitan Fire District				Comparative Agencies					
Fee No.	Fee Description	Fee Type / Unit	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Cosumnes CSD	Fresno	Orange County	Sacramento
<b>C. DEVELOPMENT PLAN REVIEW AND INSPECTION</b>									
	b. 100-199 sprinklers	per project	\$ 560	\$ 1,445	W/ calculations: \$698 + \$0.50 per head > 10	each additional 25 heads: \$777	\$ 652	26-99 heads: \$593	no comparison available
	c. 200 or more sprinklers	per project	\$ 668	\$ 1,825				>100 heads: \$836	
12	Master Sprinkler Plan Production Homes	per plan	\$ 655	\$ 760	\$ 837	\$ 858	no comparison available	no comparison available	no comparison available
13	Sprinkler System Subdivision Production	per plan	\$ 524	\$ 913	\$ 837	\$ 610	no comparison available	no comparison available	no comparison available
14	Residential Sprinkler System (T.I.)	per plan	\$ -	\$ 1,065	no comparison available	\$ 427	\$ 547	no comparison available	no comparison available
15	Residential Sprinkler System (Non-Production)	per project	\$ 655	\$ 1,521	\$ 558	\$ 427	no comparison available	no comparison available	no comparison available
16	Clean Agent Suppression System or Equal	per project	\$ 655	\$ 1,369	\$ 1,116	\$ 1,830	no comparison available	no comparison available	no comparison available
17	Hood & Duct Fire Suppression System	per system	\$ 524	\$ 1,217	\$ 558	\$ 952	no comparison available	\$ 475	\$ 332
18	Mapping Fee – (I.e. New subdivisions/site plans) Electronic Format								
	1. 0 - 25 lots	per project	\$ 285	\$ 304	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	2. 26 - 100 lots	per project	\$ 524	\$ 608					
	3. 101 or more lots	per project	\$ 524	\$ 913					
19	After Hours								
	a. Plan Review								
	1. First 2 hours	first 2 hours	\$ 285	\$ 667	\$ 558	\$ 502	no comparison available	\$ 387	\$ 218
	2. Each additional hour	per hour	\$ 524	\$ 333	\$ 275	\$ 175	no comparison available	no comparison available	no comparison available
	b. Inspection								
	1. First 2 hours	first 2 hours	\$ 285	\$ 667	\$ 558	\$ 502	no comparison available	\$ 387	\$ 218
	2. Each additional hour	per hour	\$ 524	\$ 333	\$ 275	\$ 175	no comparison available	no comparison available	no comparison available
20	Site Plan Review								
	a. Perimeter Fencing / Gates	per project	\$ 524	\$ 1,065	no comparison available	\$ 777	No Charge	no comparison available	no comparison available
	b. Civil Improvement	per project	\$ 524	\$ 1,217	no comparison available	no comparison available			
21	Underground Fire Supply Line (1st 3 Hydrants/Risers)	per project	\$ 524	\$ 1,673	no comparison available	no comparison available	no comparison available	1 Hydrant: \$575 Each additional: \$182	no comparison available
	1. Each additional 3 Hydrants	per hydrant	\$ 131	\$ 760					
22	Evacuation Plan Review	per project	\$ 524	\$ 1,217	no comparison available	No Charge	no comparison available	no comparison available	no comparison available
23	Smoke Control or Smoke Exhaust Systems	per project	\$ 524	\$ 2,738	\$ 1,953	\$ 2,036	no comparison available	\$ 1,452	no comparison available

Sacramento Metropolitan Fire District				Comparative Agencies					
Fee No.	Fee Description	Fee Type / Unit	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Cosumnes CSD	Fresno	Orange County	Sacramento
<b>C. DEVELOPMENT PLAN REVIEW AND INSPECTION</b>									
24	Spray Booths	per project	\$ 524	\$ 913	\$ 837	No extinguishing system: \$865 W/ extinguishing system: \$1,567	\$357.94 + \$10 Archiving Fee	\$ 781	\$ 296
25	Cell Tower (outside roof, pole, etc.)	per project	\$ 393	\$ 760	no comparison available	\$ 526	no comparison available	no comparison available	no comparison available
26	LPG Gas Tank Installation - Commercial	per project	\$ 428	\$ 760	\$558 - \$837	Under 1,000 gallons: \$679 Over 1,000 gallons: \$1,754	no comparison available	no comparison available	\$ 296
27	LPG Propane Tank Install - Residential	per project	\$ 393	\$ 760		Under 1,000 gallons: \$679 Over 1,000 gallons: \$1,754	no comparison available	no comparison available	\$ 296
28	Stationary Fire Pump	per project	\$ 1,572	\$ 1,521	\$ 1,953	\$ 1,742	\$374.15 + \$10 Archiving Fee	\$ 1,144	no comparison available
29	Hazardous Materials								
	a. Hazardous Materials Dispense/Use								
	1. 1-5 chemicals	per project	NEW	\$ 1,521	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	2. Each additional 5 chemicals	per project	NEW	\$ 1,521					
	b. Hazardous Materials Storage								
	1. 1-5 chemicals	per project	NEW	\$ 1,521					
	2. Each additional 5 chemicals	per project	NEW	\$ 1,521					
30	Solar Panel								
	New Panels on Residential	per project	\$ 524	\$ 760	no comparison available	\$ 531	no comparison available	\$ 204	no comparison available
	Commercial	per project	\$ 524	\$ 913				\$ 483	
31	Energy Storage Systems								
	a. Residential	per project	NEW	\$ 913	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	i. Residential ESS Master Plan - Subdivision Homes	per project	NEW	\$ 456					
	ii. Residential ESS Subdivision - Production Homes	per project	NEW	\$ 304					
	b. Commercial	per project	NEW	\$ 2,281					
32	Temporary Building Use	per project	\$ 524	\$ 913	no comparison available	\$ 790	no comparison available	no comparison available	no comparison available
33	Temporary Sales Trailer	per project	NEW	\$ 913	no comparison available	\$ 513	no comparison available	no comparison available	no comparison available

Sacramento Metropolitan Fire District					Comparative Agencies				
Fee No.	Fee Description	Fee Type / Unit	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Cosumnes CSO	Fresno	Orange County	Sacramento
<b>C. DEVELOPMENT PLAN REVIEW AND INSPECTION</b>									
34	Satellite Television Letter	per project	\$ 262	\$ 304	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
35	Will Serve Letter Processing	per project	\$ 262	\$ 304	no comparison available	\$ 75	\$ 185	no comparison available	no comparison available
36	Cryogenic Fluids	per project	NEW	\$ 913	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
37	Flammable and Combustible Liquids	per project	NEW	\$ 1,217	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
38	Fuel Cell Power Systems	per project	NEW	\$ 2,281	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
39	Gas Detection Systems	per project	NEW	\$ 913	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
40	Industrial Oven	per project	NEW	\$ 913	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
41	Motor Vehicle Repair Rooms and Booths	per project	NEW	\$ 913	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
42	Plant Extraction	per project	NEW	\$ 1,369	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
43	Special Event Structures	per project	NEW	\$ 913	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
44	Haunted House	per project	NEW	\$ 913	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
45	Enhanced Vapor Recovery System	per project	NEW	\$ 608	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
46	Kiosk/Booth/Special Concessions In Mall (temporary)	per project	NEW	\$ 456	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
47	Spraying and Dipping	per project	NEW	\$ 1,217	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
48	Standpipe Systems	per project	NEW	\$ 1,521	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available

Sacramento Metropolitan Fire District				Comparative Agencies				
Fee No.	Fee Description	Current Fee	Full Cost Recovery Fee	Contra Costa County FFD	Colusa/ESD	Fresno	Orange County	Sacramento
<b>D. MISCELLANEOUS</b>								
1	Administration Charges (i.e. Weed Abatement)(per 1/2 hour)	\$ 147	\$ 113	no comparison available	\$ 104	no comparison available	no comparison available	no comparison available
2	Additional Inspection/Reinspection (per 1/2 hour)	\$ 124	\$ 152	\$ 140	\$ 104	\$ 95	\$ 101	\$ 73
3	Appeals	\$ 586	\$ 1,217	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
4	Copies of Reports, Photographs, etc. (see SMF - Public Records Act Policy)			\$ 0.20	\$ 0.25	\$ 5	no comparison available	\$ 5
5	District Apparatus Emergency Response/Stand-By	Actual Cost	Actual Cost	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
6	Commercial False Alarm Cost Recovery (per response)							
	a. Processing and Inspection required (per response)	\$ 292	\$ 456			no comparison available	no comparison available	no comparison available
	b. Suppression Unit Response Cost (per hour)	\$ 330	Actual Cost	> 3 false alarm reports in 180 days: \$406	> 3 false alarm reports in 12 months: \$207	no comparison available	no comparison available	no comparison available
	c. Inspection Follow up (after initial correction notice) (per 1/2 hour)	\$ 124	\$ 152			no comparison available	no comparison available	no comparison available
7	Investigation Fee Cost Recovery (first hour)	\$ 373	\$ 349	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	each additional hour	\$ 182	\$ 233	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
8	Investigation Fee (Construction Without a Permit) - (first hour)	\$ 373	\$ 491	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	each additional hour	\$ 182	\$ 327	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
9	Monitoring Required Evacuation Drills	Actual Cost	Actual Cost	no comparison available	No Charge	no comparison available	no comparison available	no comparison available
10	Negligently Caused Fire Emergency	\$ 373	Actual Cost	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
11	Research of District Records (per 1/2 hour) (plus copy charge of \$1.00 for the first page; plus \$.10 per page thereafter)	\$ 147	\$ 152	no comparison available	\$ 82	no comparison available	no comparison available	no comparison available
12	Responses Patient Assistance Request from "For Profit" Care Facilities	\$ 330	Actual Cost	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
13	Standby Personnel or Safety Officer	Actual Cost	Actual Cost	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
14	Technical Report/Alternative Material or Method Processing (2 hour minimum)	\$ 586	\$ 608	\$ 558	\$ 1,017	\$ 99	\$ 404	no comparison available
15	Lost Fire Permit Card	\$ 147	\$ 304	no comparison available	\$ 75	no comparison available	no comparison available	\$ 26
16	Special Inspection Requests (Not otherwise specified in fee schedule)	\$ 469	\$ 608	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
17	Credit Card Processing Fee	NEW	Actual Cost	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available

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Fee No.	Fee Description	Current Fee	Full Cost Recovery Fee	Contra Costa County FPD	Coluimnes ESD	Fresno	Orange County	Sacramento
<b>D. MISCELLANEOUS</b>								
18	Cost Recovery Based on Actual Time (per hour)							
	a. Fire Investigation	\$ 224	\$ 233	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	b. Weed Abatement	\$ 129	\$ 226	no comparison available	\$ 207	no comparison available	no comparison available	no comparison available
	c. Code Complaint	NEW	\$ 327	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	d. Inspection & Permit Services	\$ 292	\$ 304	\$ 279	\$ 207	\$ 189	\$ 202	\$ 145
	e. Suppression	\$ 330	Actual Cost	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available



Dan Haverty  
Interim Fire Chief

# Sacramento Metropolitan Fire District

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10545 Armstrong Ave., Suite 200 · Mather, CA 95655 · Phone (916) 859-4300 · Fax (916) 859-3702

**DATE:** July 27, 2023  
**TO:** Board of Directors  
**SUBJECT:** Award Recommendation - RFP 23-02 Workers' Compensation Third-Party Administration and Cost Containment Services

## SUMMARY

The Human Resources Division with the assistance of the Purchasing Division, conducted a Request for Proposal (RFP) process to select a workers' compensation Third Party Administrator (TPA) for the District's self-insured workers' compensation program. Intercare Holdings Insurance Services, Inc. is being recommended as the selected proposer.

## BACKGROUND

The District presently utilizes the services of a TPA as a component of its workers' compensation program. The contract with the District's current TPA, Sedgwick, was set to expire on June 30, 2023, and a RFP needed to be issued. The agreement with Sedgwick has since transitioned to a month-to-month agreement until the transition to the new TPA is complete.

## DISCUSSION

On March 31, 2023, staff issued RFP 23-02 to seek qualified TPA firms to provide claims administration for the District's self-insured workers' compensation program. The RFP was posted on [opengov.com](http://opengov.com) and the District's website with a submission due date of May 3, 2023. The District received five responsive proposals from the following TPA firms:

- Intercare Holdings Insurance Services, Inc.
- TRISTAR Claims Management Services, Inc.
- Keenan & Associates
- Acclamation Insurance Management Services, Inc.
- Athens Administrators, Inc.

An evaluation panel comprised of four Metro Fire employees, including a member of Local 522, reviewed and evaluated the five proposals. Each proposal was thoroughly and carefully reviewed by the panel using the following criteria:

- Contractor Qualifications and Experience with Providing Services of agencies of a Similar Size, Scope, and Complexity
- Staffing & Qualifications and Experience of the Proposed Program Team
- Program Understanding & Methodology

- Program Transition & Execution
- Past Performance
- Cost

After reviewing and evaluating the written proposals, Intercare, TRISTAR, Keenan & Associates, and Athens Administrators, Inc. were invited to an interview with the evaluation panel. Interviews were held on June 26 and 27, 2023. Intercare Holdings Insurance Services, Inc. received the highest total aggregate score. Based on the final rankings, the evaluation panel unanimously agreed to recommend Intercare Holdings Insurance Services, Inc. as the selected proposer.

### FISCAL IMPACT

The term of the TPA Contract will be for three years with the option to extend for up to two additional 12 month periods starting with fiscal year 2023/2024. The annual claims administration fees for the five years are as follows:

FY 23/24	\$557,000
FY 24/25	\$573,710
FY 25/26	\$590,921
FY 26/27	\$608,649
FY 27/28	\$626,908

No additional appropriations are necessary for FY 23/24, as funds were already budgeted in the preliminary budget.

### RECOMMENDATION

Staff recommends that the Board of Directors authorize the Fire Chief to enter into a contract for TPA services with Intercare Holdings Insurance Services, Inc.

Submitted by:

  
\_\_\_\_\_  
Melisa Maddux  
Human Resources Manager

Approved by:

  
\_\_\_\_\_  
Dan M. Haverty  
Interim Fire Chief



# Sacramento Metropolitan Fire District

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10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

Dan Haverty  
Interim Fire Chief

**DATE:** July 27, 2023  
**TO:** Board of Directors  
**SUBJECT:** Adopt Resolution Authorizing the Medical Treatment for Workers Compensation Injuries

## SUMMARY

At the direction of the Fire Chief, staff has worked with the District's General Counsel on the proposed Resolution authorizing the Fire Chief and/or his/her designee to approve a request for medical treatment made by an injured employee's physician as part of the District's Utilization Review process enacted under California Law. The District has enacted the statutory Utilization Review process as provided and described in Labor Code §4610 to ensure quality standardized care for injured workers in a prompt and expeditious manner.

## BACKGROUND

The District has an interest in providing medically necessary and reasonably prompt medical treatment to employees who have been injured in the course and scope of their employment with the District. Medically necessary and reasonably prompt medical treatment to injured employees can lead to a more timely recovery and rehabilitation of work related injuries allowing employees to return to work in a reasonably expedited time frame.

## DISCUSSION

The recovery from work related injuries and facilitation of an employee's return to work not only directly benefits the employee, it also benefits the fiscal and operational needs of the District by reducing workers compensation leave usage, reducing medical leave usage, and reducing the overtime costs for other employees who are paid to cover the shifts and assignments of the injured worker. When an injured employee provides the required documentation verifying the treatment sought is medically reasonable and necessary, the District desires to implement an action which permits the Fire Chief to make decisions on whether the treatment is medically reasonable and necessary in certain noncomplex, straight forward cases, and approve the treatment, prior to review by a physician under Labor Code §4610 under the criteria and conditions set forth in the resolution.



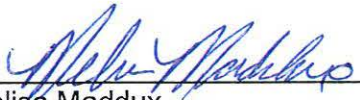
**FISCAL IMPACT**

The fiscal impact is unknown at this time, however the District will continue to monitor any savings or additional costs to the Workers Compensation Program.

**RECOMMENDATION**

Staff recommends that the Board of Directors adopt the Resolution authorizing the Fire Chief and/or his/her designee to approve requests for medical treatment made by an injured employee's physician under the criteria and conditions set forth in the resolution.

Submitted by:

  
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Melisa Maddux  
Human Resources Manager

Approved by:

  
\_\_\_\_\_  
Dan M. Haverty  
Interim Fire Chief



DAN HAVERTY  
Interim Fire Chief

# Sacramento Metropolitan Fire District

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## RESOLUTION 2023–XXX

### A RESOLUTION THE SACRAMENTO METROPOLITAN FIRE DISTRICT AUTHORIZING THE FIRE CHIEF TO APPROVE MEDICAL TREATMENT FOR WORKERS COMPENSATION INJURIES

The following findings and Resolution by the Board of Directors of the Sacramento Metropolitan Fire District is issued and intended to provide discretion to the Fire Chief and/or his/her designee to approve a request for medical treatment made by an injured employee's physician(s) as part of the District's Utilization Review process enacted under California law. The Board of Directors hereby acknowledge the following:

**WHEREAS**, The District has an interest in providing medically necessary and reasonably prompt medical treatment to employees who have been determined to have been injured in the course and scope of their employment with the District; and,

**WHEREAS**, medically necessary and reasonably prompt provision of medical treatment to injured employees can lead to a more timely recovery and rehabilitation of work related injuries allowing employees to return to work in a reasonably expedited time frame; and,

**WHEREAS**, the recovery from work related injuries and facilitation of an employee's return to work not only directly benefits the employee, it also benefits the fiscal and operational needs of the District by reducing workers compensation leave usage, reducing medical leave usage, and assisting with assignment of other employees to cover shifts, assignments, and activities, and reducing the overtime costs for other employees who are paid to cover the shifts and assignments of the injured worker; and,

**WHEREAS**, the District has enacted a statutory Utilization Review Process as provided and described in Labor Code §4610 to ensure quality standardized care for injured workers in a prompt and expeditious manner; and,

**WHEREAS**, an injured employee is required to prove that the treatment sought is medically reasonable and necessary, the District desires to implement a resolution which permits the Fire Chief to make decisions on whether the treatment is medically reasonable and necessary in certain noncomplex, straight forward cases, and approve the treatment, prior to review by a physician under Labor Code §4610.

**NOW, THEREFORE, THE DISTRICT ESTABLISHES THE FOLLOWING  
POLICY AND DIRECTIVE FOR THE APPROVAL OF REQUESTS FOR MEDICAL  
TREATMENT BY INJURED EMPLOYEES:**

1. Any request for medical treatment made the employee's physician to the District and not approved by the District's Third Party Administrator under its pre-approval authority provided by the District, shall be referred to the Utilization Review Process pursuant to Labor Code 4610 for review by a licensed physician as to approval, denial, or modification of the treatment request.
2. The Fire Chief, and/or his/her designee shall be authorized to approve the treatment as part of the Utilization Review Process prior to review by a licensed physician under Labor Code §4610 under the criteria and conditions set forth herein.
3. In order to approve requested treatment, the treatment shall be recommended by a medical doctor. The medical doctor must specifically state that the requested medical treatment is reasonable and medically necessary, that the injury arises out of and during the course of employment with the District and must provide scientific data generally accepted in the medical community to support the request.
4. The medical doctor who has made the request must specifically describe, based upon current scientific data generally accepted in the medical community that any available alternative treatment protocols are not acceptable or preferred for the particular injured employee.
5. The medical doctor who has made the request shall specifically state that any denial, delay, or modification of the proposed medical treatment will, or could be reasonably expected to cause further injury or negative health consequences to the employee or prolong adverse physical conditions from which the employee suffers or create permanent long term health impacts upon the employee.
6. Any decision of the Fire Chief and/or his/her designee which denies approval of the requested treatment shall be in writing and state that one or more of the above criteria has not been established by a preponderance of the evidence.
7. Any decision of the Fire Chief and/or his/her designee shall not create any precedence for any further decisions under this Resolution.

8. The Fire Chief and/or his/her designee may review in his/her discretion, requests for medical treatment on their own accord, upon written request by the employee or his/her attorney, or upon request by the District's Third-Party Administrator. Any decision to review a request is in the discretion of the Fire Chief and/or his/her designee under the authority provided by the Board in this Resolution.
9. The review of any requests for medical treatment hereunder shall not act as a waiver by the District or any employee of the District of the Utilization Review procedures, or the appeal of Utilization Review by an independent medical review under California Labor Code §4610, or case law applying and/or interpreting these statutory provisions.

**PASSED, APPROVED AND ADOPTED this 27<sup>th</sup> day of July 2023. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

**Sacramento Metropolitan Fire District**

\_\_\_\_\_  
President, Board of Directors

**Attest:**

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Marni J. Rittburg, CMC, CPMC  
Clerk of the Board