

**CONSENT
ITEMS**

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration

Phone: 925-838-6600

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www.firedepartment.org

**1500 Bollinger Canyon Road
San Ramon, California 94583**

Fire Prevention

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MEMORANDUM

Date: November 18, 2010
To: Board of Directors
From: Steven J. Hart, Assistant Fire Chief
Subject: Surplus Vehicles and Equipment

Background:

As to be expected, over the past year the District has accumulated surplus equipment and vehicles:

1. (1) 1996 Ford Crown Victoria

Recommended Board Action:

Staff recommends the Board of Directors approve staff to dispose of this surplus vehicle.

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Fire Prevention

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MEMORANDUM

Date: November 18, 2010
To: Board of Directors
From: Bryan Collins, Assistant Chief - Operations
Subject: Structural Firefighting Turnout Gear Replacement

Background:

Commencing in September of 2009, the Districts Personal Protective Equipment (PPE) committee began field test evaluations of three competing manufacture's Structural Turnout Gear. A District specification was developed and fifty three sets of gear were purchased and placed in the field for evaluation. In September of 2010, the evaluation process was concluded and a Request for Proposals (RFP) was sent out to two distributors. Upon review of those proposals (see below) the committee chose LN Curtis and Sons as the preferred provider. LN Curtis and Sons met the specification with no exceptions, their gear was the highest rated after the field testing, and they were agreeable to the Districts pricing protection stipulation.

LN Curtis and Sons: \$ 2,145.67 per set
AllStar Fire Equipment: \$ 2,150.58 per set

A contract has been drafted that will provide pricing protection for five years. The current cost will be fixed in years 1-3, with maximum increases in pricing of 3% annually for years 4-5. The District will utilize the contract for a five year period and will purchase approximately 40 sets of Turnout Gear each year.

Recommended Board Action:

Authorize the budgeted expenditure of \$85,827 dollars to purchase up to 40 sets of turnouts for fire suppression personnel to replace retired sets of turnouts in the amount not to exceed \$85,827 dollars see details below:

- 40 sets of replacement turnout coats and pants: \$85,827 (Globe Products Structural Turnout Clothing)

**SPECIAL ANNOUNCEMENTS/
PRESENTATIONS/
GENERAL BUSINESS**

OLD BUSINESS

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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MEMORANDUM

Date: November 18, 2010
To: Board of Directors
From: Christina Jamison, Fire Marshal
Subject: The adoption of San Ramon Valley Fire Protection District Ordinance No. 23 adopting by reference the 2009 edition of the International Fire Code with amendments and repealing District Ordinance No. 22

Recommendations:

1. Adopt by majority vote, the attached District Ordinance No. 23 adopting the 2009 International Fire Code (IFC) by reference, together with portions of the Appendix Chapters thereof, and amendments thereto, and repealing District Ordinance No. 22.
2. Authorize the Clerk of the Board to publish notices pursuant to Government Code Section 25124(b)(2) and provide a copy for public examination.
3. Authorize the District to transmit Ordinance No. 23, to the legislative bodies of the City of San Ramon, Town of Danville and Contra Costa County for ratification in accordance with the provisions of California Health and Safety Code Section 13869.7 and request that each legislative body provide a copy of the approved resolution with a copy of the findings together with the adopted Ordinance No. 23 be sent to the State Department of Housing and Community Development to be filed.

Background:

The ordinance before the Board adopts the 2009 edition of the International Fire Code (IFC), developed and published by the International Code Council. The California Health and Safety Code Section 13869 authorizes the Fire District to adopt a fire prevention code by reference. The code currently in effect within the District is based on the 2006 edition of the IFC and adopted by Ordinance No. 22.

Typically, every three years, an updated edition of the model code is published and the state of California adopts building standards contained in the IFC along with amendments. California law requires building standards adopted by local jurisdictions that are more restrictive than those adopted by the state to be enacted by ordinance within 180 days after the state adopts and publishes the California Building Standards Code. Ordinance No. 23 contains building standards,

relating to fire and life safety, which are more restrictive than those adopted by the State Fire Marshal and contained within the California Building Standards Code. In addition, California Health and Safety Code Section 13869.7 requires those building standards adopted by the District to be ratified by the legislative body where the standards apply. When adopted, Ordinance No. 23 will be provided to the legislative bodies of the City of San Ramon, Town of Danville and Contra Costa County for ratification.

This year, as in the past, the District has exercised due diligence in the analysis of the model code and has found it desirable to propose amendments to meet conditions encountered in the jurisdiction. Because this is a new model code, and analyzed as such, many existing amendments are no longer necessary. Ordinance No. 23 has been editorially reformatted and renumbered to be consistent with the new model code. Ordinance No. 23 contains similar building standards contained in Ordinance No. 22 with some provisions modified, deleted, added or relocated. In summary, the following changes are noted.

1. Section 401.3.4 Unwarranted fire alarm notification. This amendment was added to provide code language to allow the District to define a false fire alarm and necessary to prevent negligent activities associated with fire alarms and the dispatch of emergency resources for events that have no such danger.

2. Section 404, 405, 406 and 408 related to Evacuation Plans and Drills. This amendment was added and deletes model code language that conflict with state law, is unnecessary and is impractical to enforce by the District.

3. Section 503 Fire Department Access. Amendments are substantially the same as existing amendments with a modification to change the grade requirement for grooved concrete from 15%-20% to 16% - 20%. This is intended to be consistent with County standards. Additional language was added to provide the fire official with the authority to modify requirements; this is intended to provide some flexibility for special circumstances.

4. Section 903 Automatic Sprinkler Systems. Amendments are substantially the same as existing amendments. A modification was made to require all occupancies to install sprinklers at a threshold of 5000 square feet, existing amendments varied between 3000 to 5000 square feet. Effective January 1, 2011, single family dwellings are required to be sprinklered regardless of square footage in accordance with State law.

The threshold for retrofitting fire sprinklers was modified for commercial construction to require the installation of fire sprinklers when more than 25% additional square footage to floor area is made, the existing amendment was 10%. Residential, single family dwelling retrofit language is the same with an additional exception to allow up to 1000 square feet without retrofitting sprinklers.

5. Appendix K Hazardous Fuel Abatement. Amendments are substantially the same but language has been editorially reformatted to add this new appendix to provide language for hazard abatement within wildland-urban interface areas and have public nuisance language remain in Section 304.

California Health and Safety Code Section 13869.7 requires the Fire District to file findings that support the need for more restrictive building standards based on local and climatic, geological, or topographical conditions. Those findings are included in the proposed Ordinance No. 23, and are consistent with the findings adopted by Ordinance No. 22.

ORDINANCE NO. 23

AN ORDINANCE OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT OF CONTRA COSTA COUNTY, CALIFORNIA, ADOPTING BY REFERENCE THE INTERNATIONAL FIRE CODE (2009 EDITION), TOGETHER WITH THE APPENDIX CHAPTERS B, C, F, H, J AND K WITH CERTAIN ADDITIONS, DELETIONS AND AMENDMENTS THERETO, AND REPEALING SAN RAMON VALLEY FIRE PROTECTION DISTRICT ORDINANCE NUMBER 22.

The board of directors of the San Ramon Valley Fire Protection District does ordain as follows:

Part 1. ADOPTION OF THE INTERNATIONAL FIRE CODE

For the purpose of prescribing regulations governing conditions hazardous to life and property from fire, explosion or hazardous materials, that certain Code known as the International Fire Code published by the International Code Council being particular the 2009 edition thereof and the whole thereof, save and except such portions as are hereinafter added , deleted, modified or amended by Part 2 of this ordinance is hereby adopted pursuant to Section 13869 of the California Health and Safety Code and incorporated as fully as if set out at length herein, and from the date on which this ordinance shall take effect, the provisions thereof shall be controlling within the limits of the San Ramon Valley Fire Protection District.

Part 2. Amendments to the International Fire Code

The International Fire Code is amended and changed in the following respects:

Section 101.1 is amended to read as follows:

101.1 Title. These regulations shall be known as the Fire Code of San Ramon Valley Fire Protection District, hereinafter referred to as “this code.”

Section 105.6 is amended to read as follows:

105.6 Required operational permits. The fire code official is authorized to issue operational permits for the operations set forth in Sections 105.6.1 through 105.6.49.

Section 105.6.48 is added to read as follows:

105.6.48 Christmas tree sales. An operational permit is required to engage in the business of Christmas tree sales.

Section 105.6.49 is added to read as follows:

105.6.49 Model rockets. An operational permit is required for the sale or use of model rockets in accordance with California Code of Regulations Title 19, Division 1 Article 17.

Section 105.7 is amended to read as follows:

105.7 Required construction permits. The fire code official is authorized to issue construction permits for work as set forth in Sections 105.7.1 through 105.7.17.

Section 105.7.15 is added to read as follows:

105.7.15 Fire apparatus access . A construction permit is required to install, improve, modify, or remove public or private roadways, driveways, gates and bridges for fire apparatus access.

Section 105.7.16 is added to read as follows:

105.7.16 Construction, alteration, or renovation of a building for which a building permit is required. A construction permit is required to construct, add to, alter, renovate, rebuild, or move into the jurisdiction a structure for which a building permit is required.

Section 105.7.17 is added to read as follows:

105.7.17 Medical gas systems. A construction permit is required for the installation of or modification to a medical gas system pursuant to Section 3006.

Section 109.3 is amended to read as follows:

109.3. Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be subject to the criminal sanctions set forth in California Health and Safety Code, Section 13871. Each day that a violation continues after such due notice has been served shall be deemed a separate offense.

Section 111.4 is amended to read as follows:

111.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than 500 dollars or not more than 5,000 dollars.

Section 202 is amended to include certain definitions and reads as follows:

Board of Directors. Shall mean the governing body of the District.

Firetrail. Shall mean a graded fuelbreak of sufficient width, surface, and design to provide access for personnel and equipment to suppress and to assist in preventing a surface extension of fires.

Section 304.1.2 is amended to read as follows:

304.1.2 Vegetation. Weeds, grass, vines or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises. Vegetation clearance upon default of owner or occupant shall be in accordance with Appendix K.

Exception: Vegetation clearance in areas deemed hazardous fire areas within wildland-urban interface areas shall be in accordance with Appendix K.

Section 401.3.4 is added and reads as follows:

401.3.4 Unwarranted fire alarm notification. Notification of emergency responders based on an unwarranted alarm may be punishable by a fine. In addition, the responsible party may be liable for the operational and/or administrative costs incurred from the emergency response and /or mitigation procedures resulting from an unwarranted fire alarm notification.

Section 402 is amended to add a definition and reads as follows:

Unwarranted fire alarm notification. The giving, signaling or transmission of an alarm notification to a public fire station or emergency communications center when such alarm is the result of a defective condition of an alarm system, system servicing or testing, construction activities, ordinary household activities or other cause when no such danger exists.

Chapter 4 Section 404 Fire Safety and Evacuation Plans is deleted in its entirety.

Chapter 4 Section 405 Emergency Evacuation Drills is deleted in its entirety.

Chapter 4 Section 406 Employee Training and Response Procedures is deleted in its entirety.

Chapter 4 Section 408 Use and Occupancy-Related Requirements is deleted in its entirety.

Section 503.1.2.1 is amended to add an exception and reads as follows:

503.1.2.1 Required additional access roads for residential developments. The fire code official in concurrence with the city engineer shall have the authority to require additional access roads serving residential development(s). The minimum number of access roads serving residential development(s) shall be based upon the number of dwelling units served as follows:

- 1-75 units, one public or private access road
- 76-150 units, one public or private access road and one emergency access road
- 151+ units, a minimum of two public or private access roads

Section 503.1.4 is added and reads as follows:

503.1.4 Access to open space and firetrails. Access to open land/space or existing firetrail systems shall be maintained. Proposed land-use modifications impacting existing access shall provide alternate acceptable access, as approved by the fire code official.

Section 503.2 is amended and reads as follows:

503.2 Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.8. The fire code official in concurrence with city engineer shall have the authority to modify the access specifications. When required by the fire code official, technical assistance in accordance with Section 104.7.2 may be required.

Section 503.2.1 is amended to add an exception and reads as follows:

Exception: The fire code official is authorized to decrease the dimension of 20 feet where there are not more than two Group R-3 occupancies or any Group U occupancies and there is no parking on the required access.

Section 503.2.1 is amended to add sections 503.2.1.1

503.2.1.1 Access road width with a hydrant. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), for at least 20 feet (6096 mm) in both directions as measured from centerline of the fire hydrant.

Section 503.2.1 is amended to add sections 503.2.1.2

503.2.1.2 Parking of vehicles on fire apparatus access roads. For the parking of vehicles on a fire apparatus access road, roadway widths shall be increased to accommodate the parking of vehicles as follows:

1. Roadways 20 feet (6096 mm) in width, no parking permitted,
2. Roadways 28 feet (8534 mm) in width, parking permitted on one side only. Parking is permitted on the side of the street absent fire hydrants, and
3. Roadways 36 feet (10,973 mm) in width when parking is not restricted.

Section 503.2.3 is amended as follows:

503.2.3 Surface. When required by the fire code official, fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. Fire apparatus access road surface shall be designed, installed and maintained to support a minimum load of 40,000 pounds (18 144 kg). and in accordance with Cal-Trans Design Standard H-20.

Section 503.2.4 is amended to read as follows:

503.2.4 Turning radius. The minimum turning radius of a fire apparatus access road shall be a minimum standard turning radius of 20 feet (6096 mm) inside radius and a 40 foot (12,192 mm) outside radius.

Section 503.2.7 is amended to read as follows:

503.2.7 Grade. The grade of the fire apparatus access road shall be within the limits established by the fire code official based on the fire department's apparatus. A fire department access road having a grade of between 16% and 20% shall be designed to

have a finished surface of grooved concrete to hold 40,000 pounds (18,144 kg) (H-20 Cal-Trans Design Standard) traction load. Design for grooved concrete shall be ½ inch (6 mm) wide by ½ inch (6 mm) deep and 1½ inch (38 mm) on center. Grades exceeding 20% are not permitted, nor shall the cross slope exceed 8%.

Exception: Other approved all weather surfaces may be used if the skid resistance is equivalent to or greater than grooved concrete as certified by a registered engineer in accordance with ASTM E274 and approved by the fire code official.

Section 503.2.8 is amended to read as follows:

503.2.8 Angles of approach and departure. The angles of approach and departure for fire apparatus access roads shall be within the limits established by the fire code official based on the fire department's apparatus. The angles of approach and departure or at grade breaks for any means of fire apparatus access roads shall not exceed 10% grade for 10 feet.

Section 503 is amended to add a new Section 503.7 and reads as follows:

503.7 Aerial Fire Apparatus Access Roads.

503.7.1 Where required. Buildings or portions of buildings or facilities exceeding 30 feet (9144 mm) in height above the lowest level of fire department access shall be provided with approved fire apparatus access roads capable of accommodating fire department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.

503.7.2 Width. Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of any building or portion of building more than 30 feet (9144 mm) in height.

503.7.3 Proximity to building. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building.

Section 507.2 is amended to read as follows:

507.2 Type of water supply. A water supply shall consist of reservoirs, pressure tanks, elevated tanks, water mains or other fixed systems capable of providing fire flow. Swimming pools and ponds shall not be considered water storage for the purposes of Section 507.

Section 603.6 is added to read as follows:

603.6.6 Sparks from chimneys. Chimneys used with fireplaces or heating appliances in which solid or liquid fuel is used shall be maintained with a spark arrester as required for incinerators by the Mechanical Code.

Section 902 is amended to add certain definitions and read as follows:

SUBSTANTIAL REMODEL. In existing buildings, any alteration that causes additional floor area that is more than twenty-five percent (25%) of the existing floor area and where the total floor area exceeds 5000 square feet.

SUBSTANTIAL REMODEL, Group R-3. In an existing R-3 structure, any alteration that causes additional floor area that exceeds fifty percent (50%) of the existing floor area and where the total floor area exceeds 5000 square feet.

Section 903 is amended and reads as follows:

903.1 General. Automatic sprinkler systems shall comply with this section. For the purposes of this section, fire walls shall not be considered as creating separate buildings.

An automatic sprinkler system shall be provided for all new buildings with a gross floor area that exceeds 5000 square feet and in the locations set forth in Section 903.

Exception: Group U occupancies.

903.2.1.1 Group A-1. An automatic sprinkler system shall be provided for Group A-1 occupancies where one of the following conditions exists:

1. The fire area exceeds 5000 square feet.
2. The fire area has an occupant load of 300 or more.
3. The fire area is located on a floor other than a level of exit discharge serving such occupancies.
4. The fire area contains a multitheatre complex.

903.2.1.3 Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies where one of the following conditions exists:

1. The fire area exceeds 5000 square feet .
2. The fire area has an occupant load of 300 or more.
3. The fire area is located on a floor other than a level of exit discharge serving such occupancies.

903.2.9.1 Repair garages. An automatic sprinkler system shall be provided throughout all buildings used as repair garages in accordance with Section 406 of the California Building Code, as shown:

1. Buildings with a Repair Garage where the fire area exceeds 5000 square feet.
2. Buildings with repair garages servicing vehicles parked in basements.

903.2.10 Group S-2 enclosed parking garages. An automatic sprinkler system shall be provided throughout buildings classified as enclosed parking garages in accordance with Section 406.4 of the California Building Code as follows:

1. Where the fire area of the enclosed parking garage exceeds 5000 square feet; or
2. Where the enclosed parking garage is located beneath other occupancy groups.

Section 903.3.1.1.2 is added to read as follows:

903.3.1.1.2 Undeclared Use and Tenant Space. In buildings of undeclared use or with tenant space areas; the fire sprinkler system may be required to be designed to conform to the design density of the most hazardous occupancy use allowed within the building.

Where a subsequent occupancy requires a system with greater capability, it shall be the responsibility of the owner and/or the occupant to upgrade the system.

Section 903.3.5.1.2 is amended to add an exception and reads as follows:

Exception. For Group R-3 Occupancies the domestic demand added to the sprinkler demand shall be a minimum of 5 gallons per minute (gpm).

Section 903.3.5.1.3 is added to read as follows:

903.3.5.1.3 Non-permissible water supply storage. Swimming pools and ponds shall not be considered water storage for the purposes of Section 903.3.5.

Section 903.3.7 is amended to read as follows:

903.3.7 Fire department connections. The location of fire department connections shall be approved by the fire code official. Fire department connections shall be a minimum 2½ inch (64mm) for NFPA 13 and NFPA 13R systems.

903.2.1.4 Group A-4. An automatic sprinkler system shall be provided for Group A-4 occupancies where one of the following conditions exists:

1. The fire area exceeds 5000 square feet
2. The fire area has an occupant load of 300 or more.
3. The fire area is located on a floor other than a level of exit discharge serving such occupancies.

903.2.2.1 Group B. An automatic sprinkler system shall be provided for Group B occupancies where one of the following conditions exists:

1. The fire area exceeds 5000 square feet.

903.2.3 Group E. Except as provided for in Section 903.2.3.1 for a new public school campus an automatic sprinkler system shall be provided for Group E occupancies as follows:

1. Throughout all Group E fire areas greater than 5000 square feet in area.
2. Throughout every portion of educational buildings below the lowest level of exit discharge serving that portion of the building.

Exception: An automatic sprinkler system is not required in any area below the lowest level of exit discharge serving that area where every classroom throughout the building has at least one exterior exit door at ground level.

903.2.4 Group F-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group F-1 occupancy where one of the following conditions exists:

1. A Group F-1 fire area exceeds 5000 square feet.
2. A Group F-1 fire area is located more than three stories above grade plane.

903.2.7 Group M. An automatic sprinkler system shall be provided throughout buildings containing a Group M occupancy where one of the following conditions exists:

1. A Group M fire area exceeds 5000 square feet.
2. A Group M fire area is located more than three stories above grade plane.
3. A Group M occupancy is used for the display and sale of upholstered furniture.

903.2.9 Group S-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group S-1 occupancy where one of the following conditions exists:

1. A Group S-1 fire area exceeds 5000 square feet
2. A Group S-1 fire area is located more than three stories above grade plane.

Section 903.3.8 is added to read as follows:

903.3.8 System risers. The location of system risers shall be approved by the fire code official. System risers shall be located in common areas of the protected premises with regards to firefighter access. System risers located inside buildings shall either be located in stairways or in riser closets accessible from common areas.

Section 903.3.9 is added to read as follows:

903.3.9. Floor control valves. Individual floor control valves and waterflow detection assemblies shall be provided for each floor in multi-floor buildings. The location shall be approved by the fire code official.

Section 903.4.1 is amended to read as follows:

903.4.1 Monitoring. Alarm, supervisory and trouble signals shall be distinctly different and shall be automatically transmitted to an UL certificated central station.

Section 903.6.3 is added and reads as follows:

903.6.3 Substantial Remodel. In an existing building, if a substantial remodel occurs the entire building shall be protected by an automatic sprinkler system in accordance with section 903.

Section 903.6.3.1 is added and reads as follows:

903.6.3.1 Substantial Remodel, Group R-3. An automatic sprinkler system shall be provided throughout all existing Group R-3 dwellings where a substantial remodel occurs or where the gross floor area of the building exceeds 8,000 square feet,

Exception: When additional floor area does not exceed 1000 square feet.

Section 907.1.2 is amended and reads as follows:

907.1.2 Fire alarm shop drawings. Shop drawings for fire alarm systems shall be submitted for review and approval prior to system installation, location of system components shall be approved by the fire code official. Shop drawings shall include, but not be limited to, all of the following:

Section 907.7.5 is amended to read as follows:

907.7.5 Monitoring. Fire alarm systems required by this code or by the California Building Code shall be monitored by an approved UL certificated central station in accordance with NFPA 72 and this section.

Section 1027.6 is amended to add a new section 1027.6.1 to read as follows:

1027.6.1 Exit discharge surface. Exterior exit pathway surfaces shall be suitable for pedestrian use in inclement weather and terminate at a public way as defined in the California Building Code.

Section 1410.1.1 is added to read as follows:

1410.1.1 Permit. A permit is required for a temporary fire department access road, see Section 105.7.16.

Section 1410.1.2 is added to read as follows:

1410.1.2 Temporary fire department access road for construction. The use of a temporary roadway in lieu of permanent roadways is limited to April 15th through October 15th. Timelines may be modified by the fire code official depending on inclement weather conditions.

Section 3301.1.3 is amended to read as follows:

3301.1.3 Fireworks. The possession, manufacture, storage, sale, handling and use of fireworks within the jurisdiction of the San Ramon Valley Fire Protection District are prohibited.

Exceptions:

1. The use of fireworks for fireworks displays as allowed in Section 3308 and California Code of Regulations, Title 19.
2. Deleted
3. Deleted
4. Deleted

Section 3404.2.9.6.1 is amended to read as follows:

3404.2.9.6.1 Locations where above-ground tanks are prohibited. Storage of Class I and II liquids in above-ground tanks outside of buildings is prohibited within the limits established by law as the limits of districts in which such storage is prohibited, see Part 3.

Exception: When approved, protected aboveground tanks constructed in accordance with UL 2085 standards. Tank size not to exceed 500 gallons (1892 L) of either Class I or II liquids or 1,000 gallons (3785 L) for Class III liquids.

Section 3406.2.4.4 is amended to read as follows:

3406.2.4.4 Locations where above-ground tanks are prohibited. The storage of Class I and II liquids in above-ground tanks is prohibited within the limits established by law as the limits of districts in which such storage is prohibited, see Part 3.

Section 3506.2 is amended to read as follows:

3506.2 Limitation. Storage of flammable cryogenic fluids in stationary containers outside of buildings is prohibited within the limits established by law as the limits of the districts in which such storage is prohibited, see Part 3.

Section 3804.2 is amended to read as follows:

3804.2 Maximum capacity within established limits. Within the limits established by law restricting the storage of liquefied petroleum gas for the protection of heavily populated or congested areas, the aggregate capacity of any one installation shall not exceed a water capacity of 2,000 gallons, see Part 3 for established limits.

Appendix K is added and reads as follows:

K101 Appendix K – Hazardous Fuel Abatement

K101.1 Scope. This appendix provides provisions intended to identify hazard areas and mitigate the risk of life and structures from intrusion of fire from wildland fire exposures and fire exposures from adjacent structures and to mitigate fires from spreading to wildland fuels that may threaten to destroy life, overwhelm fire suppression capabilities, or result in large property loss.

K101.2 Purpose. The purpose of this appendix is to establish minimum requirements in wildland-urban interface areas that will increase the ability of a building to resist the intrusion of flame or burning embers projected by a vegetation fire, including the identification of hazardous fire areas that require applicable defensible space provisions as set forth herein and enforced by the fire code official and applicable state and local fire-resistive building standards that are enforced by the local building official.

K101.3 Jurisdictional authority. The Board of Directors as the supervising, legislative and executive authority of this jurisdiction has the authority to act pursuant to Part 5

Parcel is a portion of land of any size, the area which is determined in the records of the County Assessor.(Reference Health and Safety Code 14883)

Person. Includes; individuals, firms, partnerships, and corporations.

Public nuisance is a declaration by the fire code official that the presence of combustible material on a parcel creates a fire hazard. (Health and Safety Code 14875 and 14876)

Rubbish. Means waste matter, litter, trash, refuse, debris and dirt on streets, or private property in the jurisdiction which is, or when dry may become, a fire hazard.

Streets. Includes alleys, parkways, driveways, sidewalks, and areas between sidewalks and curbs, highways, public right of ways, private road, trails, easements, and fire trails.

Weeds. Means all vegetation growing upon streets or private property in this jurisdiction and includes any of the following:

1. Vegetation that bears seeds of a downy or wingy nature.
2. Sagebrush, chaparral, and any other brush or weeds which, attains such large growth as to become, when dry, a fire menace to adjacent improved property.
3. Vegetation that is otherwise noxious or dangerous.
4. Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health.
5. Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard.

(Reference Health and Safety Code 14875)

Wildland-Urban interface area. Is that geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels.

K103 Unlawful disposal. Every person who places, deposits or dumps combustible material on a parcel whether or not he owns such parcel, or whether or not he so places, deposits or dumps on such parcel with the consent of the owner, thereof, is subject to the criminal sanctions set forth in Health and Safety Code Section 13871.

K104 Public nuisance. The Board of Directors may declare that all hazardous fire areas, including any combustible materials and dead trees, upon private property or streets in this jurisdiction and all rubbish on private property or streets in this jurisdiction are public nuisances. Such weed nuisance is seasonal and recurrent.

K105 Prohibition. No person who has any ownership or possessory interest in or control of parcel of land shall allow to exist thereon any hazardous rubbish or weeds, trees, or other vegetation, which constitutes a fire hazard.

K106 Contract for services. This Board of Directors reserves and retains the power to award a contract for such hazard abatement work where the employees of this jurisdiction are not used to perform such abatement work.

(commencing with Section §14875), Division 12, of the State of California Health and Safety Code, to clear or order the clearing of rubbish, litter or other flammable material where such flammable material endangers the public safety by creating a fire hazard. Such fire hazard abatement shall be conducted in accordance with the provisions of said Part 5 and/or this Ordinance. In the application of the provisions of said Part 5 to fire hazard abatement proceeding under this Ordinance and the Fire Protection District Law of 1961, the terms “Board of Directors” or “Board” when used in Part 5, shall mean the Board of Directors of this jurisdiction under this article; and the officer designated in Section §14890 of Part 5 shall mean the Fire Chief.

K102 Definitions

K102.1 Definitions. For the purpose of this appendix certain terms are defined as follows:

Combustible material includes seasonal and recurrent weeds, stubble, brush, dry leaves, tumbleweeds, rubbish, litter or flammable materials of any kind.

Cost of abatement. Shall include all expenses incurred by the jurisdiction in its work of abatement undertaken and administrative costs pursuant to Section K111 of this Ordinance.

Defensible space. An area either natural or man-made, where material capable of allowing a fire to spread unchecked has been treated, cleared or modified to slow the rate and intensify of an advancing wildfire and to create an area for fire suppression operations to occur.

Fuelbreak. Shall mean a continuous strip of land upon and from which all rubbish, weeds, grass or other growth that could be expected to burn has been abated or otherwise removed in order to prevent extension of fire from one area to another.

Fuel management plan. Is a plan that shall be based upon a site-specific wildfire risk assessment that includes considerations of location, topography, aspect, flammable vegetation, climatic conditions and fire history. The plan shall address water supply, access, building ignition and fire resistance factors, fire protection systems and equipment, defensible space and vegetation management. (Reference California Government Code 51182)

Hazardous fire area is a parcel of land which is privately or publicly owned and located within 500 feet of any mountainous area, forest or brush-, grass-covered land, or any land that is covered with flammable material. This may include both native vegetative or ornamental shrubbery. Such areas may be designated as a hazardous fire area by the fire code official. (Reference: California Government Code 51179, Public Resource Code 4291 and State Fire Hazardous Severity Zone Maps)

K107 General abatement requirements. The provisions of this section shall govern the abatement of combustible material creating a fire hazard upon premises (reference Government Code 51175 – 51189 and Public Resources Code 4291).

K107.1 Clearance of brush or vegetative growth from streets. The fire code official is authorized to require areas within 15 feet on each side of fire apparatus access roads and driveways to be abated of flammable vegetation and other combustible growth.

Exception: Single specimens of trees, ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy, succulents or similar plants used as ground cover, provided they do not form a means of readily transmitting fire.

K107.2 Clearance of brush, vegetative growth and combustible material from parcels. All parcels declared a public nuisance by the Board of Directors shall be cleared entirely of combustible material. If the fire code official determines this impractical, the provisions of Section K107.2 may be used.

K107.2.1 Remove from the parcel all dead trees deemed a fire hazard.

K107.2.2 Parcels one acre or less (43,560 square feet) shall require abatement of the entire parcel.

K107.2.3 Parcels over one acre (43,560 square feet) may be required to comply with the following requirements:

1. Parcels shall provide 30-foot fuelbreaks along the perimeter of the property line.
2. Parcels 10 acres or more shall provide a 30-foot crossbreak to divide the parcel into approximately 5-acre sections.

K107.3 Clearance of brush or vegetative growth from structures. Any person owning, leasing, controlling, operating or maintaining any building in, upon, or adjoining any hazardous fire area shall at all times maintain defensible space around and adjacent to such building by removing and clearing away all combustible material for a distance not less than 100 feet from all portions of the structure. Distances may be increased by the fire code official based on site specific analysis of local conditions.

Exception: Single specimens of trees, ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy, succulents or similar plants used as ground cover, provided they do not form a means of readily transmitting fire.

K107.3.1 Remove that portion of any tree that extends within 10 feet of the outlet of any chimney or stovepipe.

K107.3.2 Maintain any tree, shrub, or other plant adjacent to or overhanging any building free of dead limbs, branches and other combustible material.

K107.3.3 Maintain the roof of any structure and roof gutters free of leaves, needles, or other combustible materials.

K107.3.4 Maintain trees within 100 feet of any building or structure or within 10 feet of that portion of any highway, street, alley or driveway which is improved or used for vehicle travel or other vehicular purposes, so that no leafy foliage, twigs or branches are within 5 feet of the ground.

K107.3.5 Maintain 5 feet of vertical clearance between roof surfaces and portions of trees overhanging any building or structure.

K108 Fire management plan. A fire management plan shall be prepared by the applicant when required by the fire code official.

K108.1 Cost. The cost of fire management plan preparation and review shall be the responsibility of the applicant.

K109 Clearance upon default of owner.

K109.1 Notice. The fire code official of this jurisdiction may order the abatement of weeds, trees, and rubbish as described in Sections 304.1.2 and Appendix K. Copies of the legal notice shall be headed with the words "Legal Notice to Abate Fire Hazard" in letters at least one inch high. The notice shall be in substantially the following form:

LEGAL NOTICE TO ABATE FIRE HAZARD

You are hereby notified that an accumulation of grass, weeds, dead trees, and/or rubbish constitutes a fire hazard on the following described property owned by you:

(Describe property by common street designation, by metes and bounds, Assessor's code area and parcel number, or by reference to attached map).

You are hereby notified to remove the grass, weeds, dead trees and/or rubbish within fifteen (15) days from the date of this legal notice. If you fail to do so, the *San Ramon Valley Fire Protection District* will abate it and the cost of the abatement, including administrative costs, will be collected as property taxes and will be a lien on your property until paid. The lien may prevent the sale of the property and it shall be the responsibility of the property owner upon payment of the property taxes to have the lien removed. Contact the Fire District for a release of lien that must be filed by the property owner at the County Recorder's Office.

You are hereby further notified that the Board of Directors has declared that such grass, weeds, dead trees and rubbish constitute a public nuisance and that such weeds also constitute a seasonal and recurring nuisance.

You may appear in person before the Board of Directors of this jurisdiction on (time and date) at (place-room, street, address, and city) to show cause why this order should not be enforced. (Signed): (Name of fire code official or name of jurisdiction)

K109.2 Mailed notice. The fire code official of this jurisdiction shall mail a copy of the legal notice to the owner of the affected property as he/she and his/her address appear upon the current and last county equalized assessment roll as of January 1 of each calendar year, or as his/her address is known to this jurisdiction. As an alternative to mailing, the notice may be posted upon the affected property and published in this jurisdiction, not less than fifteen (15) days prior to the date of the abatement hearing. The notice shall also be provided to the Clerk of the Board of Directors three days prior to the Board hearing. It shall be the responsibility of the current owner of record to notify the fire code official of a change in ownership on the form provided.

K109.3 Hearing. A date for hearing on the legal notice shall be scheduled at least fifteen (15) days after the date of the notice. The date of the notice is the date on which the notice is placed in the United States mail or the date on which it is posted on the property. At the time and place stated in the notices, the Board of Directors shall meet to hear the report of the fire code official and any objections thereto. The fire code official shall attend, inform the Board as to the alleged public nuisance, and supply the description of the parcel upon which it exists, the name and address of the last known property owner thereof, and state what has been done in order to give notice of the hearing according to the provisions of this code. At the hearing, the property owner or their agent may appear to show cause why the order shall not be enforced. For good cause shown, the Board of Directors may extend the time for compliance with the order or may rescind the order. The decision by the Board at the hearing is final. Upon the completion of the hearing, the Board shall authorize and direct the fire code official to abate any public nuisance found by the District to exist on the parcel after the date specified in said notice.

K109.4 Order of work. If, after a hearing, the Board of Directors finds that a public nuisance exists upon a parcel, the Board may direct the fire code official to abate the public nuisance. The Board shall maintain a record of its proceedings at such hearing and retain therewith the report of the fire code official and a description of such parcel and, where applicable, the name and address of its last known property owner.

K109.5 Contract award. If the owner fails to comply with the order, the fire code official of this jurisdiction may have the public nuisance abated either by employees of this jurisdiction or by contract.

K110 Seasonal and recurrent nuisances

K110.1 Resolution. If, in the opinion of the fire code official, the public nuisance on a parcel is seasonal and recurrent, the fire code official may ask the Board of Directors to so declare by resolution. If the Board of Directors makes such a declaration by resolution, such seasonal and recurring public nuisance thereafter shall be abated every year without the necessity of any further hearing.

K110.2 Notice. For a parcel subject to a declaration described in Section K110.1, it is sufficient to mail the legal notice to the same person and in the same manner as set forth in Section K109. The notice shall describe the parcel and shall state that the parcel is

subject to seasonal and recurring weeds that constitute a public nuisance and must be cleared every year without the necessity of any further hearing. The notice shall further state that if the weeds constituting a public nuisance are not cleared by the owners of the parcel by a specified date, they will be abated by the District, in which case the cost of such abatement shall be assessed upon the parcel from which the private nuisance is abated and that such cost will constitute a lien upon such parcel until paid. In the event the fire code official sets a hearing before the Board of Directors as authorized by Section K110.3, the notice shall also set forth the date, time and place of such hearing and shall be mailed at least fifteen (15) days before the hearing.

K110.3 Optional hearing. Notwithstanding Section K110.1, the fire code official may set a hearing before the Board of Directors to consider any objections to the proposed abatement of the public nuisance as described in the notice pursuant to Section K110.2. The decision by the Board at the hearing is final. Upon the completion of the hearing, the Board shall authorize and direct the fire code official to abate any public nuisance found by the District to exist on the parcel after the date specified in said notice. The fire code official will place a work order on the property as stated in K109.4.

K110.4 Optional second notice. At the discretion of the fire code official, if a public nuisance is found to exist on a parcel after the date specified in the first notice pursuant to Section K110.2, a second notice may be mailed or delivered to the same person to whom the first notice was mailed. The second notice shall state that the public nuisance will be abated by the District unless it is otherwise abated immediately or by a specified date. The mailing or delivery of a second notice does not create any right to object or further object to the proposed abatement of the public nuisance.

K111 Collection of the cost of abatement

K111.1 Abatement report of costs. The fire code official or his or her designee abating the nuisance shall keep an account of the cost of abatement in front of or on each separate parcel of land and shall render an itemized report in writing to the Board of Directors showing the cost of removing the weeds, dead trees and rubbish on or in front of each separate lot or parcel of land, or both.

K111.2 Confirmation of expense account. Before the report is submitted to the Board of Directors, a copy of it shall be posted for at least three days on or near the chamber door of the Board with a notice of the time and when the report will be submitted to the Board for confirmation. Said report and notice shall also be posted for the said three days in two other public places in the District. At the time fixed for receiving and considering the report, the Board of Directors shall hear it and any objections of any of the property owners liable to be assessed for the work of abatement. Thereupon, the Board of Directors may make such modifications in the report, as it deems necessary, after which by order of resolution, the report shall be confirmed.

K111.3 Special assessment and lien. The amounts of the cost, including administrative costs, for abating the nuisance in front of or upon the various parcels of the land

mentioned in the report as confirmed shall constitute special assessment against the respective parcels of land, and a lien on the property for the amount of the respective assessments.

K111.4 Transmittal of account. Such lien attaches upon recordation in the office of the County Recorder of the County in which the property is situated of a certified copy of the Resolution of Confirmation.

K111.5 Cost assessments. Upon confirmation of the report of cost by the Board of Directors of this jurisdiction and the recordation of the Resolution of Confirmation by the administrator, a copy of the report of cost shall be sent to the County Auditor, who shall enter the amount of the assessments against the parcels. Thereafter the amount of the assessments shall be collected at the same time and in the same way as County taxes are collected. The owners are subject to the same penalties and the same procedure and sale in case of delinquency as provided for ordinary county taxes. All laws applicable to the levy, collection, and enforcement of County taxes are applicable to these assessment taxes.

K111.6 Grounds for cancellation or refund. If a property owner believes an assessment against the owner's property pursuant to Section K109 and K110 was entered, charged or paid more than once, through clerical error, through the error or mistake of the District in respect to any material fact, or illegally, the owner must in compliance with applicable law present a claim to the Board of Directors for an order cancelling (if uncollected) or refunding (if collected) the assessment.

K112 Alternate mitigation.

K112.1 Fuelbreaks. In lieu of ordering abatement as provided in Section K107, the fire code official of this jurisdiction may order the preparation of fuelbreaks around parcels of property where combustible grass, weeds, crops, or brush are present. In determining the proper width for fuelbreaks, the fire code official shall consider the height of the growth, weather condition, topography, values at risk and the accessibility to the property for fire protection equipment. The procedure set forth in Section K109 for the abatement of weeds and rubbish shall apply to the preparation of fuelbreaks.

Part 3. GEOGRAPHIC LIMITS FOR CERTAIN HAZARDOUS MATERIALS

That the geographic limits referred to in certain sections of the 2009 International Fire Code are hereby established as follows, these provisions may be modified based on the General or Specific Plan of the city or County:

3.1 The limits referred to in Section 3404.2.9.6.1 of the International Fire Code in which storage of Class I and II liquids in-above-ground tanks outside of buildings is prohibited, are hereby established as follows: Prohibited in any area as established by applicable land-use and zoning standards.

3.2 The limits referred to in Section 3406.2.4.4 of the International Fire Code in which storage of Class I and II liquids in above-ground tanks is prohibited, are hereby established as follows: Prohibited in any area as established by applicable land-use and zoning standards.

3.3 The limits referred to in Section 3506.2 of the International Fire Code in which the storage of flammable cryogenic fluids in stationary containers is prohibited is hereby established as follows: Prohibited in any area as established by applicable land-use and zoning standards.

3.4 The limits referred to in Section 3804.2 of the International Fire Code, in which storage of liquefied petroleum gas is restricted, are hereby established as follows: Prohibited in any area as established by applicable land-use and zoning standards.

Part 4. FINDINGS

I. Changes or Modifications

Pursuant to Section 17958 of the State of California Health and Safety Code, the Board of Directors of the San Ramon Valley Fire Protection District, in its Ordinance adopting and amending regulations that are more restrictive than the 2010 California Building Standards Code, Title 24, Part 9, Section 903 of the California Fire Code.

II. Findings

Pursuant to Section §17958.5 and §17958.7 of the State of California Health and Safety Code, the Board of Directors of the San Ramon Valley Fire Protection District finds that the above referenced change, modification, and amendment is needed and is reasonably necessary because of certain local climatic, geological, and topographic conditions as described below.

A. Climatic

1. Precipitation and Relative Humidity

(a) Conditions

Precipitation ranges from 15 to 24 inches per year with an average of approximately 20 inches per year. Ninety-six (96) percent falls during the months of October through April and four (4) percent from May through September. This is a dry period of at least five (5) months each year. Additionally, the area is subject to occasional drought. Relative humidity remains in the middle range most of the time. It ranges from forty-five (45) to sixty-five (65) percent during spring, summer, fall, and from sixty (60) to ninety (90) percent in the winter. It occasionally falls as low as fifteen (15) percent.

(b) Impact

Locally experienced dry periods cause extreme dryness of untreated wood shakes and shingles on buildings and non-irrigated grass, brush and weeds, which are often near buildings with wood roofs and sidings. Such dryness causes these materials to ignite very readily and burn rapidly and intensely.

Because of dryness, a rapidly burning grass fire or exterior building fire can quickly transfer to other buildings by means of radiation or flying brands, sparks and embers. A small fire can rapidly grow to a magnitude beyond the control capabilities of the Fire District resulting in an excessive fire loss.

2. Temperature

(a) Conditions

Temperatures have been recorded as high as 114⁰ F. Average summer highs are in the 90⁰ range, with average maximums of 105⁰ F.

(b) Impact

High temperatures cause rapid fatigue and heat exhaustion of firefighters, thereby reducing their effectiveness and ability to control large building and wildland fires.

Another impact from high temperatures is that combustible building material and non-irrigated weeds, grass and brush are preheated, thus causing these materials to ignite more readily and burn more rapidly and intensely. Additionally, the resultant higher temperature of the atmosphere surrounding the materials reduces the effectiveness of the water being applied to the burning materials. This requires that more water be applied, which in turn requires more Fire District resources in order to control a fire on a hot day. High temperatures directly contribute to the rapid growth of fires to an intensity and magnitude beyond the control capabilities of the Fire District.

3. Winds

(a) Conditions

Prevailing winds in the area are from the south or southwest in the mornings and from the north or northwest in the afternoons. However, winds are experienced from virtually every direction at one time or another. Velocities are generally in the fourteen (14) mph to twenty-three (23) mph ranges, gusting to twenty-five (25) to thirty-five (35) mph. Forty (40) mph winds are experienced occasionally and winds up to fifty-five (55) mph have been registered locally. During the winter half of the year, strong, dry, gusty winds from the north move through the area for several days creating extremely dry conditions.

(b) Impact

Winds such as those experienced locally can and do cause fires, both interior and exterior, to burn and spread rapidly. Fires involving non-irrigated weeds, grass and brush can grow to a magnitude and be fanned to an intensity beyond the control capabilities of the Fire District very quickly even by relatively moderate winds. When such fires are not controlled, they can extend to nearby buildings, particularly those with untreated wood shakes or shingles.

Winds of the type experienced locally also reduce the effectiveness of exterior water streams used by the Fire District on fires involving large interior areas of buildings, fires which have vented through windows and roofs due to

inadequate built-in fire protection and fires involving wood shake and shingle building exteriors. Local winds will continue to be a definite factor towards causing major fire losses to buildings not provided with fire resistive roof and siding materials and buildings with inadequately separated interior areas or lacking automatic fire protection systems. National statistics frequently cite wind conditions, such as those experienced locally, as a major factor where conflagrations have occurred.

4. Summary

These local climatic conditions affect the acceleration, intensity, and size of fire in the community. Times of little or no rainfall, of low humidity, and high temperatures create extremely hazardous conditions, particularly as they relate to wood shake and shingle roof fires and conflagrations. The winds experienced in this area can have a tremendous impact upon structure fires. During wood shake and shingle roof fires, or exposure fires, winds can carry sparks and burning brands to other structures, thus spreading the fire and causing conflagrations. In building fires, winds can literally force fires back into the building and can create a blow torch effect, in addition to preventing "natural" ventilation and cross-ventilation efforts.

B. Geological and Topographic

1. Seismicity

(a) Conditions

Contra Costa County is located in Seismic Risk Zone 4, which is the worst earthquake area in the United States. Buildings and other structures in Zone 4 can experience major seismic damage. Contra Costa County is in close proximity to the San Andreas Fault and contains all or portions of the Hayward, Calaveras, Concord, Antioch, Mt. Diablo, and other lesser faults. A 4.1 earthquake with its epicenter in Concord occurred in 1958, and a 5.4 earthquake with its epicenter also in Concord occurred in 1955. The Concord and Antioch faults have a potential for a Richter 6 earthquake and the Hayward and Calaveras faults have the potential for a Richter 7 earthquake. Minor tremblers from seismic activity are not uncommon in the area.

Interstate 680 runs the length of the San Ramon Valley to Interstate 580 in Alameda County. The interstate divides the valley into a west and east side. Through the valley, the interstate is transversed by 8 underpasses and 7 overcrossings. An overpass or undercrossing collapse would significantly alter the response route and time of responding emergency equipment. This is due to limited crossings of the interstate and that the valley has only one surface street, which runs parallel to the interstate which, would be congested during a significant emergency.

Earthquakes of the magnitude experienced locally can cause major damage to electrical transmission facilities, which, in turn, cause power failures while at the same time starting fires throughout the Fire District. The occurrence of multiple fires will quickly deplete existing fire department resources; hereby

reducing and/or delaying their response to any given fire. Additionally, without electrical power, elevators, smoke management systems, lighting systems, alarm systems and other electrical equipment urgently needed for building evacuation and fire control in large buildings would be inoperative, thereby resulting in loss of life and/or major fire losses in such buildings.

(b) Impact

A major earthquake could severely restrict the response of the Fire District and its capability to control fires involving buildings of wood frame construction, with ordinary wood shake and shingle exteriors, or with large interior areas not provided with automatic smoke and fire control systems.

2. Soils

(a) Conditions

The area is replete with various soils, which are unstable, clay loam and alluvial fans being predominant. These soil conditions are moderately to severely prone to swelling and shrinking, are plastic, and tend to liquefy.

Throughout the San Ramon Valley, the topography and development growth has created a network of older, narrow roads. These roads vary from gravel to asphalt surface and vary in percent of slope, many exceeding twenty- (20) percent. Several of these roads extend up through the winding passageways in the hills providing access to remote, affluent housing subdivisions. The majority of these roads are private with no established maintenance program. During inclement weather, these roads are subject to rock and mudslides, as well as down trees, obstructing all vehicle traffic. It is anticipated that during an earthquake, several of these roads would be impassable.

Examples:

1. Roundhill Estates in Alamo – access restricted for fire equipment due to road grade and width.
2. West hillside area in Danville and Alamo would restrict access for Station's 31, 32, and 33.
3. Tassajara Valley and Morgan Territory roads would restrict access for Station's 30, 35, 36 and 37.

3. Topographic

(a) Conditions

i. Vegetation

Highly combustible dry grass, weeds, and brush are common in the hilly and open space areas adjacent to built-up locations six (6) to eight (8) months of each year. Many of these areas frequently experience wildland fires, which threaten nearby buildings, particularly those with wood roofs, or sidings. This condition can be found throughout the District, especially in those developed and developing areas of the District.

ii. Surface Features

The arrangement and location of natural and manmade surface features, including hills, creeks, canals, freeways, housing tracts, commercial development, fire stations, streets and roads, combine to limit feasible response routes for Fire District resources in and to District areas.

iii. Buildings, Landscaping and Terrain

Many of the “newer” large buildings and building complexes have building access and landscaping features and designs, which preclude or greatly limit any approach or operational access to them by Fire District vehicles. In addition, the presence of security gates and roads of inadequate width and grades which are too steep for Fire District vehicles adversely affect fire suppression efforts.

When Fire District vehicles cannot gain access to buildings involved with fire, the potential for complete loss is realized. Difficulty reaching a fire site often requires that fire personnel both in numbers and in stamina. Access problems often result in severely delaying, misdirecting or making impossible fire and smoke control efforts.

(b) Impact

The above local geological and topographical conditions increase the magnitude, exposure, accessibility problems, and fire hazards presented to the San Ramon Valley Fire Protection District. Fire following an earthquake has the potential of causing greater loss of life and damage than the earthquake itself. Hazardous materials, particularly toxic gases, could pose the greatest threat to the largest number, should a significant seismic event occur. Public Safety resources would have to be prioritized to mitigate the greatest threat, and may likely be unavailable for smaller single dwelling or structure fires.

Other variables may tend to intensify the situation:

1. The extent of damage to the water system.
2. The extent of isolation due to bridge and/or freeway overpass collapse.
3. The extent of roadway damage and/or amount of debris blocking the roadways.
4. Climatic conditions (hot, dry weather with high winds).
5. Time of day will influence the amount of traffic on roadways and could intensify the risk to life during normal business hours.
6. The availability of timely mutual aid or military assistance.
7. The large portion of dwellings with wood shake or shingles coverings could result in conflagrations.

4. Summary

Local climatic, geologic, and topographic conditions impact fire prevention efforts, and the frequency, spread, acceleration, intensity, and size of fire involving buildings in this community. Further, they impact potential

damage to all structures from earthquake and subsequent fire. An example of this was the October 17, 1989 Loma Prieta earthquake measuring 6.9 on the San Andreas fault centered near Santa Cruz, caused one residential fire and numerous commercial buildings to have damage.

Part 5. REPEAL OF CONFLICTING ORDINANCES

The following Ordinance previously adopted by the Board of Directors is hereby repealed: Ordinance No.22, San Ramon Valley Fire Protection District.

Part 6. PUBLIC NOTICE

That the Fire District Clerk of San Ramon Valley Fire Protection District is hereby directed to cause this ordinance to be noticed pursuant to Government Code Section 25124(b)(2).

Part 7. MORE RESTRICTIVE REQUIREMENTS

In the event the City of San Ramon, Town of Danville, or Contra Costa County, adopt more restrictive requirements, or amend provisions contained herein in accordance with California Health and Safety Code Section 13869.7(c); those more restrictive or amended requirements shall only apply within the jurisdiction ratifying such requirements.

Part 8. EFFECTIVE DATE

That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force, beginning January 1, 2011 and after its final passage and adoption.

Passed and Adopted on _____, by the following Vote:

AYES:

NOES:

ABSENT:

ATTEST: _____

Susan F. Brooks
District Clerk

Roxanne Lindsay, President
Board of Directors

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
Fax: 925-838-6629
www.firedepartment.org

**1500 Bollinger Canyon Road
San Ramon, California 94583**

Fire Prevention
Phone: 925-838-6600
Fax: 925-838-6696

MEMORANDUM

Date: November 18, 2010
To: Board of Directors
From: Christina Jamison, Fire Marshal
Subject: The adoption of San Ramon Valley Fire Protection District Ordinance No. 24 which provides for Administrative Citations as authorized by Government Code Section 53069.4 and California Health and Safety Code Sections 13861 (h), 13870 and 13871.

Recommendations:

1. Adopted by majority vote, the attached District Ordinance No. 24.
2. Authorize the Clerk of the Board to publish notices of such public hearing pursuant to Government Code Section 25124(b)(2) and provide a copy for public examination.

Background:

The Ordinance before the Board adopts provisions which provide for the issuance of Administrative Citations as authorized by Government Code Section 53069.4 and California Health and Safety Code Sections 13861 (h), 13870 and 13871. An additional agenda item is presented in the form of Resolution 2010-08 to establish an administrative fine schedule that includes the maximum amount of fine imposed for each code violations based on Ordinance No. 24.

ORDINANCE # 24
ADMINISTRATIVE CITATIONS

THE BOARD OF DIRECTORS, AS THE GOVERNING BODY OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT DOES ORDAIN AS FOLLOWS:

Sections:

- 24.010 Applicability
- 24.020 Definitions
- 24.030 Continuing violations
- 24.040 Administrative citation
- 24.050 Amount of fine
- 24.070 Hearing request
- 24.080 Advance deposit hardship waiver
- 24.090 Hearing officer
- 24.100 Hearing procedures
- 24.110 Hearing officer's decision
- 24.120 Late payment charges
- 24.130 Recover of administration citation fines and costs
- 24.140 Right to judicial review
- 24.150 Notices
- 24.160 Administrative fine schedule

24.010 Applicability.

This ordinance provides for administrative citations, which are in addition to all other legal remedies, criminal or civil, which the District may pursue to address a violation of this code. Use of this ordinance is at the sole discretion of the District. This ordinance is authorized under Government Code Sections 53069.4 and Health and Safety Code Sections 13861(h), 13870 and 13871.

24.020 Definitions.

For the purposes of this ordinance:

“District” means San Ramon Valley Fire Protection District (SRVFPD)

“Code” means the SRVFPD Ordinance, or California State Fire Code, or Health and Safety Code.

“Enforcement officer” means an employee of the SRVFPD with the authority to enforce a provision of this code.

“Hearing officer” means the hearing officer appointed under section 24.090.

24.030 Continuing violations.

If a violation is a continuing one and pertains to a Fire or Life Safety issue that does not create an immediate danger to health or safety, the District shall provide a reasonable period of time for the responsible person to correct or otherwise remedy the violation before the imposition of an administrative citation or penalty.

24.040 Administrative citation.

A. Authority. Whenever an enforcement officer determines that a violation of this code has occurred, the enforcement officer has the authority to issue an administrative citation to the person responsible for the violation.

B. Contents of Citation. Each administrative citation shall contain the following information:

1. The date of the violation.
2. The address or a definite description of the location where the violation occurred.
3. The section of this code violated and a description of the violation.
4. The amount of the fine for the code violation.
5. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid.
6. An order prohibiting the continuation or repeated occurrence of the code violation described in the administrative citation.
7. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained.
8. The name and signature of the citing enforcement officer.

C. Delivery of Citation. The administrative citation shall be delivered personally or sent by first class mail or certified mail to the person responsible for the violation.

D. Dismissal of Citation. At any time before the hearing, if the Fire Marshal determines that there was no violation as charged in the administrative citation or that the citation should be dismissed in the interest of justice, the Fire Marshal shall dismiss the administrative citation, cancel the hearing, and refund any administrative citation fine.

24.050 Amount of fine.

A. Maximum Amount of Fine. The maximum amount of the fine imposed for each code violation under this ordinance is subject to the administrative fine schedule in Resolution 2010-08.

B. Additional Amounts. Administrative costs, interest, late payment charges, costs of compliance reinspections, and collection costs are in addition to the fine. These include:

1. Administrative costs: based on time spent by code enforcement staff, supervisors and SRVFPD attorney's office, at the full cost hourly rate of each employee, including salary, benefits and overhead.
2. Late payment charges: due at the rate of 10 percent per month.
3. Compliance reinspections: based on staff time at the full cost hourly rate.
4. Collection costs: actual collection costs.

C. Discretion of Hearing Officer – Factors in Establishing Fine. In determining the amount of the fine and additional amounts, hearing officer has the discretion to set the fine lower than the maximum amount, or to reduce the additional costs, based on any or all of the following factors:

1. The duration of the violation;
2. The frequency, recurrence and number of violations, related or unrelated, by the same violator;
3. The seriousness of the violation;
4. The good faith efforts of the violator to come into compliance;
5. The economic impact of the fine on the violator;
6. The impact of the violation on the community; and
7. Such other factors as justice requires.

24.060 Payment of the fine.

A. Due Date. The fine shall be paid to the District within 30 days from the date of the administrative citation. The District may suspend the imposition of fines for any period of time during which the violator has filed for necessary permits, and such permits are required to achieve compliance, and the permit applications are actively pending before the appropriate governmental agency.

B. Refund. The District shall refund a fine paid if the hearing officer determines, after a hearing held under 24.100, that the person charged in the citation was not responsible for the violation or that there was no violation as charged.

C. Further Violations Not Excused. Payment of a fine under this chapter shall not excuse or discharge any continuation or repeated occurrence of the code violation.

24.070 Hearing request

A. Hearing Request. A person who receives an administrative citation may contest the citation on the basis that there was no violation of the code or that he or she is not the responsible party. To contest the citation, the person shall submit a request for hearing to the District within 30 days from the date of the administrative citation. The request form may be obtained from the Administrative office of the Fire District. The completed request must be submitted together with either an advance deposit of the fine or notice that a request for an advance deposit hardship waiver has been filed under 24.080.

B. Notice of Hearing. The person requesting the hearing shall be notified of the time and place set for the hearing at least 10 days before the date of the hearing.

C. Additional Reports. If the enforcement officer submits an additional written report concerning the administrative citation to the hearing officer for consideration at the hearing, then a copy of this report also shall be provided to the person requesting the hearing at least five days before the date of the hearing.

24.080 Advance deposit hardship waiver.

A. Request for Waiver. A person who intends to contest an administrative citation under 24.070 and who is financially unable to make the required advance deposit of the fine may file a request for an advance deposit hardship waiver under this section.

B. Filing. An advance deposit hardship waiver shall be filed with the District on a form provided by the District. The application submitted shall include an affidavit, together with any supporting documents or materials, demonstrating the person's actual financial inability to deposit with the District the full amount of the fine. The waiver form shall be filed within 10 calendar days of the date of the administrative citation.

C. Deposit Requirement Stayed. The requirements of depositing the fine shall be stayed unless or until the District makes a determination not to issue the advance deposit hardship waiver.

D. Standard for Waiver. The District may waive the requirement of an advance deposit under 24.070 and issue the waiver only if the evidence submitted demonstrates to the satisfaction of the District the person's actual financial inability to deposit with the District the full amount of the fine in advance of the hearing.

E. Written Determination. The District shall issue a written determination listing the reasons for his or her determination to issue or not issue the advance deposit hardship waiver. The written determination of the District is final. The written determination shall be served upon the person who applied for the waiver.

F. Deposit Required If Waiver Denied. If the District determines not to issue a waiver, the person cited shall deposit the fine with the District within 10 days of the date of that decision or 30 days from the date of the citation, whichever is later.

24.090 Hearing officer.

A. The Fire Marshal of the District shall designate the hearing officer for the administrative citation hearing. The hearing officer shall be an impartial person such as:

1. A city or special district employee from another city or district which has no involvement in SRVFPD code enforcement nor is from a division of SRVFPD; or

2. A person selected randomly from a panel of local attorneys who have been admitted to practice before the courts of this state for at least 5 years willing to volunteer as a hearing officer.

B. Should the person seeking the hearing reject the hearing officer selected by the District, then the hearing officer shall be hired from an organization which provides such hearing officer services and the cost therefore shall be shared equally by the District and the person cited.

C. The employment, performance evaluation, compensation and benefits of the hearing officer shall not be directly or indirectly conditioned upon or affected by decision rendered or the amount of administration citation fines upheld by the hearing officer, if any.

24.100 Hearing procedure.

A. Setting the Hearing. A hearing before the hearing officer shall be set for a date that is not less than 15 days nor more than 60 days from the date that the request for hearing is filed. The person requesting the hearing shall be notified of the time and place set for the hearing as soon as it is set, and at least 10 days before the hearing. If the enforcement officer submits a written report concerning the citation to the hearing officer for consideration at the hearing, then a copy of the report shall be served on the person requesting the hearing at least five days before the hearing. No hearing shall be held unless the fine has been deposited in advance, under 24.070(A), or an advance deposit hardship waiver has been issued under 24.080.

B. Failure to Appear. The failure of the person requesting the hearing to appear at the hearing shall constitute a forfeiture of the fine and a failure to exhaust his or her administrative remedies.

C. At the Hearing. The administrative citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents. At the hearing, the party contesting the citation shall be given the opportunity to testify and to present evidence concerning the citation.

D. Continuances. The hearing officer may continue the hearing and may request additional information for the enforcement officer or the person receiving the citation before issuing the decision.

24.110 Hearing officer's decision.

A. Decision. After considering the testimony and evidence presented at the hearing, the hearing officer shall issue a written decision to uphold, dismiss or modify the administrative citation. The hearing officer shall state the reasons for the decision and shall send a copy of the decision to the person requesting the hearing and to the enforcement officer. The decision of the hearing officer is final, and may not be appealed.

B. Status of Fine. If the citation is upheld, then the fine amount on deposit with the District shall be retained by the District. If the fine has not been deposited because there was an advance deposit hardship waiver, the hearing officer shall set forth in the decision a payment schedule for the fine.

If the citation is dismissed, the District shall promptly refund the amount of any fine deposited, together with interest at the average rate earned on the District's portfolio for the period of time that the fine was held by the District.

24.120 Late payment charges.

A person who fails to pay the District the fine imposed under this chapter on or before the date that fine is due is also liable for the payment of the applicable late payment charges set forth in 24.050.

24.130 Recovery of administrative citation fines and costs.

A. Costs of Securing Payment. A person who fails to pay any fine or other charge owed to the District under this chapter is liable in any action brought by the District for all costs incurred in securing payment of the delinquent amount, including but not limited to administrative costs and attorney's fees. Such collection costs are in addition to any fines, interest, and late charges.

B. Other Costs. In addition to the administrative citation fine, the District may collect its administrative costs, interest, late payment charges, costs of compliance reinspections, and collection costs.

C. Collection. The District may collect any past due administrative citation fine and other costs and charges by any available legal means.

24.140 Right to judicial review.

A person aggrieved by the hearing officer's decision on an administrative citation may obtain review of the decision by filing a petition for review with the Superior Court in Contra Costa County within 20 days after service of the final decision in accordance with the timelines and provisions set for in California Government Code Section 53069.4.

24.150 Notices.

A. Method of Service. The administrative citation and all notices required to be given by this ordinance shall be served on the responsible party either by personal service, by first class mail, or by certified mail, return receipt requested.

B. Real Property. When real property is involved in the violation, the original notice, the administrative citation and all notices required to be given by this ordinance shall be served on the responsible party and, if different, to the property owner at the address as shown on the last equalized county assessment roll. If personal service or service by mail on the property owner is unsuccessful, a copy of each notice and the citation shall be conspicuously posted at the property which is the subject of the violation. The city may, in its discretion, also serve notice on a tenant, a mortgagor or any other person having an interest in the property.

C. Failure to Receive Notice. The failure of a person to receive a required notice shall not affect the validity of any proceedings taken under this chapter.

24.160 Administrative fine schedule.

A. Violation Penalties. Every person who violates any provision of SRVFPD Ordinance or any provision of the California Fire Code or International Fire Code or California Health and Safety Code, as adopted by reference is guilty of a misdemeanor. The imposition of one penalty for any violation shall not excuse the violation or permit to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each day that prohibited conditions are maintained may constitute a separate offense.

B. Maximum Amount of Fine Not Listed. The maximum amount of the fine imposed for any violation not listed in Resolution No. 2010-08 may not exceed \$250.00 for first offense, \$500.00 for second offense and \$1,000 for third offense.

C. Maximum Amount of Fine. The maximum amount of the fine imposed for each code violations under this ordinance is listed in Resolution No. 2010-08.

Passed and adopted on _____, by the following Vote:

AYES:

NOES:

ABSENT:

ATTEST:

Susan F. Brooks
District Clerk

Roxanne Lindsay, President
Board of Directors

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
Fax: 925-838-6629
www.firedepartment.org

**1500 Bollinger Canyon Road
San Ramon, California 94583**

Fire Prevention
Phone: 925-838-6600
Fax: 925-838-6696

MEMORANDUM

Date: November 18, 2010
To: Board of Directors
From: Christina Jamison, Fire Marshal
Subject: Adoption of San Ramon Valley Fire Protection Resolution No. 2010-08

Recommendations:

1. Adopted by majority vote, the attached Resolution No. 2010-08.
2. Authorize the Clerk of the Board to publish notices pursuant to Government Code Section 6066 and provide a copy for public examination.

Background:

The Resolution before the Board adopts an administrative fine schedule that includes the maximum amount of fine imposed for each code violation as established by Ordinance No. 24 and as authorized by Government Code Section 53069.4 and California Health and Safety Code Sections 13861 (h), 13870 and 13871.

RESOLUTION NO. 2010-08

**RESOLUTION OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT
ESTABLISHING FINES PURSUANT TO ORDINANCE NO. 24.**

WHEREAS, the San Ramon Valley First Protection District (the "District") has adopted Ordinance 2010-24, which authorizes the District to issue administrative citations for violations of the District Code; and,

WHEREAS, Ordinance 2010-24 Section 24.160 provides for the imposition of Administrative Fines and penalties; and,

WHEREAS, the District Code, the Fire Protection District Law of 1987, Health and Safety Code Section 13800 *et seq.*, and the California Fire Code, Title 24, Part 9 of the California Code of Regulations, authorize the imposition of a penalty for violations of the District Code; and,

WHEREAS, the District wishes to update, from time to time, the amount of penalties commensurate with changes in applicable law and costs incurred by the District.

NOW, THEREFORE BE IT RESOLVED, the District adopts the following Administrative Fine Schedule to be used to determine the fines and penalties imposed by Ordinance 2010-24 Section 24.160:

PASSED, APPROVED and ADOPTED this ___ day of November, 2010 at a regular meeting of the District Board of Directors at San Ramon, California on motion made by Director _____ seconded by Director _____ and duly carried with the following roll call votes.

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: _____

Roxanne W. Lindsay, Board President

ATTEST:

Susan F. Brooks, District Clerk

APPROVED AS TO FORM:

APPROVED TO CONTENT:

William D. Ross, District Counsel

Richard Price, District Fire Chief

Resolution No. 2010-08

Violation	Description	First Offense ¹	Second Offense ¹	Third Offense ¹
	Violation not listed on this table	\$250.00	\$1,000.00	\$2,000.00
2010 CFC 107.6	Overcrowding	\$500.00	\$1,000.00	\$2,000.00
2010 CFC 1030.2	Obstructed exit	\$500.00	\$1,000.00	\$2,000.00
2010 CFC 1008.1.9	Unapproved locking device on egress door	\$500.00	\$1,000.00	\$2,000.00
SRVFPD Ord #23 §111.4	Failure to comply with stop work order	\$500.00	\$1,000.00	\$2,000.00
2010 CFC 109.2.4	Removal of stop work order notice	\$500.00	\$1,000.00	\$2,000.00
2010 CFC 105.1.1	Failure to obtain operational permit	\$500.00	\$1,000.00	\$2,000.00
2010 CFC 105.1.1	Failure to obtain construction permit	\$1,000.00	\$2,000.00	\$5,000.00
2010 CFC 105.3	Failure to abide by condition(s) of a permit	\$250.00	\$500.00	\$1,000.00
2010 CFC 102.3	Change of use or occupancy without approval	\$1,000.00	\$2,000.00	\$5,000.00
SRVFPD Ord #23 § 3301.1.3	Possession, manufacture, storage, sale, use, safe and sane fireworks	\$100.00	\$1,000.00	\$2,000.00
H&S 12671	Possession of dangerous fireworks less than 25 pounds not registered by the State Fire Marshal ²	\$1,000.00	\$2,000.00	\$5,000.00
H&S 12677	Possession of dangerous fireworks less than 25 pounds without a permit ²	\$1,000.00	\$2,000.00	\$5,000.00
H&S 12686	Use special effects fireworks without a pyrotechnic license	\$1,000.00	\$2,000.00	\$5,000.00
2010 CFC 901.6	Failure to perform inspection, testing and maintenance on fire sprinkler system	\$500.00	\$1,000.00	\$2,000.00
2010 CFC 901.6	Failure to maintain sprinkler system in operative condition at all times	\$500.00	\$1,000.00	\$2,000.00
2010 CFC 904.11.6.2	Failure to maintain and service extinguishing system in commercial kitchen	\$250.00	\$500.00	\$1,000.00
2010 CFC 904.11.6.1	New or relocated cooking appliance without permit / Unprotected cooking appliance	\$250.00	\$500.00	\$1,000.00
2010 CFC 609.3.3	Failure to clean hood, duct and grease-removal device	\$500.00	\$1,000.00	\$2,000.00
2010 CFC 907.9	Failure to perform inspection, testing and maintenance on fire alarm system	\$500.00	\$1,000.00	\$2,000.00
2010 CFC 907.9.5	Failure to maintain the fire and life safety system in operable condition at all times	\$500.00	\$1,000.00	\$2,000.00
SRVFPD Ord #23 § 401.3.4	Unwarranted fire alarm	\$500.00	\$1,000.00	\$1,500.00
2010 CFC 901.8	Removal or tampering of fire protection equipment	\$1,000.00	\$2,000.00	\$4,000.00
Cal Code Regs, Tit 19 § 3.14	Allowing a fire hazard to exist	\$500.00	\$1,000.00	\$2,000.00
2010 CFC 310.7	Dangerous discard of burning object	\$100.00	\$250.00	\$500.00
2010 CFC 503.4	Obstruction of fire apparatus access road	\$500.00	\$1,000.00	\$2,000.00
2010 CFC 1412.1	No water supply during construction	\$1,000.00	\$2,000.00	\$5,000.00
2010 CFC 1410.1	Inadequate fire department access during construction	\$500.00	\$1,000.00	\$2,000.00
SRVFPD Ord #23 Appendix K	Failure to abate hazard	\$500.00	\$1,000.00	\$2,000.00

¹ In a 12 month period.

² Fines collected related to “dangerous fireworks” shall be limited to persons who possess, sell, use and/or display, or the seizure of, 25 pounds or less (gross weight) of such dangerous fireworks. Fines shall not be subject to Health and Safety Code Section 12706, which section provides that certain fines collected by a court of the state be deposited with, and disbursed by, the County Treasurer. However, the District shall provide cost reimbursement to the State Fire Marshal pursuant to regulations to be adopted by the State Fire Marshal addressing the State Fire Marshal’s cost for the transportation and disposal of “dangerous fireworks” seized by the District, which costs will be part of any administrative fine imposed. Unless and until said regulations have been adopted by the state of California, the District shall hold in trust \$250 or 25% of any fine collected, whichever is greater, to cover the cost reimbursement to the State Fire Marshal for the said cost of transportation and disposal of the “dangerous fireworks.”

NEW BUSINESS

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
Fax: 925-838-6629
www.firedepartment.org

1500 Bollinger Canyon Road
San Ramon, California 94583

Fire Prevention
Phone: 925-838-6600
Fax: 925-838-6696

MEMORANDUM

Date: November 18, 2010

To: Board of Directors

From: Christina Jamison, Fire Marshal

Subject: First public hearing for the adoption of San Ramon Valley Fire Protection District Ordinance No. 25 establishing a schedule of fees for recovery of costs of services provided and repealing Ordinance No. 19 and Resolution 2006-06.

Recommendations:

1. Introduce and read in title only, the attached District Ordinance No. 25 and continue the matter for final adoption.
2. Schedule a public hearing on December 16, 2010 for the purpose of adopting the proposed Ordinance.
3. Authorize the Clerk of the Board to publish notices of such public hearing pursuant to Government Code Section 6066 and provide a copy for public examination.

Background:

On November 18, 2009, the District Board of Directors approved a budget request to analyze its current Fire Prevention service fees. The District contracted with the Matrix Consulting Group to review the entire fee schedule with District staff in order to update, consolidate, streamline, and improve the structure while also including new and revised fee categories. Through this study Matrix determined the estimated total cost of Fire Prevention services provided by the District, with a comprehensive look at both fee and non-fee services.

The objective of the Fee Study was to follow a best management practice in the adoption of fees and provide the Board of Directors with a proposed fee schedule that accurately reflects the costs of services provided by the District including a methodology to achieve the desired allocation of cost recovery on a fee-by-fee basis.

The District has received the enclosed Final Report on the Fire Prevention Fee Analysis prepared by the Matrix Consulting Group and is provided as **Attachment A**. The Fee Study provided a tool for understanding current service levels, the cost and demand for those services, and what fees for service could be charged to achieve 100 percent cost recovery. Fire Prevention services that are included in the fee study are those services that primarily provide an individual or group benefit as compared to a more “global” community benefit. The Fire Prevention provides many non-fee programs and services such as; fire safety inspections, hazard abatement inspections and community education programs. In summary, the results show that while some charges for service are set at levels higher than the true costs of providing those services, other charges for service are generating much less than their estimated true cost.

Discussion

At the policy level, the District Board expects District staff will periodically review fees for services. Currently Ordinance No. 19, adopted on February 26, 2003 and the associated Resolution 2006-06, adopted on May 24, 2006 provides for the District's current fee structure.

On July 17, 2010 a Finance Sub-Committee meeting was held and District Staff presented the Final Report on the Fire Prevention Fee Analysis, provided in **Attachment A**. Based on the findings of the Fee Study, District Staff presented a proposed fee schedule and is included as **Attachment B**. Attachment B recommends reducing certain fee's for renewable fire code permits, creating a tiered fee system for plan review of occupancy's and fire protection systems, increasing existing fees by 5% and identified certain fees that would be recovered at 100%. In an effort to ease the transition of the proposed tiered fee system, the fee for new tiers is recommended at 50% of total allowed cost. In addition, a 5% information technology surcharge was proposed to assist with ongoing IT costs for technology replacement items that support the Fire Prevention services that are charged fees. As part of Attachment B, the estimated total cost for service is provided and no fee exceeds the total cost allowed.

At the Finance Sub-Committee meeting, Director Stamey and Director Dickson directed staff to review incoming submittals and provide a comparison of current and proposed fees which is included as **Attachment C** and represents the months of September and October. Within the comparison, the following comments are provided;

1. The current fee of **\$49 for Business Occupancy plan reviews** is proposed to be calculated in the same tiered structure as all other occupancies as a result there is an increase in fee.
2. The current fee of **\$0 for planning application reviews** is not a new fee but historically has not been collected as a result the comparison displays an increase in fee.
3. In some cases the proposed fee is increased for plan review of occupancy and fire protection systems as a result of the tiered system and transition from the current “flat rate” fee.
4. It should also be noted that due to the timing of annual renewal of certain fire code permits there are no permits included in the comparison however; Attachment B provides the proposed fee in comparison to current fees. (See lines 79-125 of Att. B).

In addition, and as part of this effort, District Staff reviewed practices and adopted fee schedules from comparable communities. A fee comparison provided in **Attachment C** represents the fee a customer would be responsible to pay when applying for a building permit for certain activities within neighboring agencies including; Contra Costa Fire Department, Livermore-Pleasanton Fire Department, Moraga-Orinda Fire Protection District and Alameda County Fire Department. The plan review scenario selected reflects the proposed tiered fee structure. The transition to the proposed tiered fee structure will have the greatest financial impact to customers but is comparable with other agencies and consistent with standard

practice in a broader context. Also included in the comparison are fees for planning applications and hazard abatement administrative fees for properties that are abated by the responsible agency.

In summary, District Staff recommends the adoption of Ordinance No. 25. The significant changes to the fee schedule are necessary to ensure a fair and equitable fee for service based on defensible business logic in accordance with state law and best practice. The effective date, if adopted, is March 1, 2011. District Staff recommends that Ordinance No. 25 schedule of fees remain in effect through fiscal year 2011/2012. Prior to fiscal year 2012/2013 District Staff will review fees for modification in consideration of CPI and/or labor cost changes. In addition, a comprehensive study and review with a third party consultant is recommended to be conducted within 3 to 5 years. Additionally, in accordance with state law, funds generated from the IT surcharge will be set aside for specific technology replacement uses and is required to “sunset” when the desired total cost recovery target is reached.

ORDINANCE NO. 25

**AN ORDINANCE OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT
ESTABLISHING A SCHEDULE OF FEES FOR RECOVERY OF
COSTS FOR SERVICES PROVIDED AND REPEALING ORDINANCE NO. 19**

WHEREAS, the costs of providing fire protection and life safety services continues to increase; and,

WHEREAS, the San Ramon Valley Fire Protection District (“District”) is funded by taxes levied on real property located within the geographic boundaries of the District; and,

WHEREAS, numerous services offered by the District directly benefit discreet members of the general public for which fees may properly be imposed; and,

WHEREAS, pursuant to Health and Safety Code Section §13916 (b), and Government Code Section §6066, the District has given notice of its intent to establish and impose such Fees/Charges as may be adopted by Ordinance;

WHEREAS, Health and Safety Code Section §13917 provides that the schedule of fees established by such an ordinance must indicate an amount to be charged; and,

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors (“Board”) of the District declares as follows:

SECTION 1. Authorization and Purpose

This Ordinance is adopted pursuant to Health and Safety Code Section §13916 *et seq.* The purpose of the Ordinance is to recover for the District costs of providing enforcement of locally adopted life safety regulations and local enforcement of state-regulated occupancy requirements, mandated programs and other fees for services. Except as otherwise provided, the definitions of the Fire Protection District Law of 1987 (Health and Safety Code Sections §13800 *et seq.*, the “Act”) are incorporated by this reference. This Ordinance shall be interpreted in a manner consistent with the Act. The fees and charges imposed by this Ordinance are for the purpose of meeting certain operating expenses, including employee wage rate and benefits, contracting for services with specialized firms or individuals, and we find the fees to be reasonably related to the actual expenses incurred by the District for the services and expenses described in the Section.

SECTION 2. Applicability

This Ordinance shall indicate each fee and the amount to be charged by the District, as permitted by Health and Safety Code Section §13917. As authorized by Health and Safety Code Section §13918, public agencies that are not covered by a mutual aid agreement shall be charged accordingly, unless the District waives the involved fees pursuant to Section 3 of this Ordinance.

By adopting such Ordinance, the District is enacting user fees to defray costs associated with enforcement of state required occupancies, mandated programs, annual fire safety inspections, development plan review, permits for certain activities, District facility usage, patient transporting and general services functions as permitted by this Ordinance.

SECTION 3. Waiver of Fees

As permitted by Health and Safety Code Section §13919, the District Board may waive charges/fees established by this Ordinance and may delegate its authority to the Fire Chief or his/her designee as set forth in the Resolution if determined that charges/fees would not be in the public interest, i.e. reciprocal services provided by other public agencies, employee welfare, personal hardship.

SECTION 4. Specified Fee

Unless waived pursuant to Section 3, every public agency and/or party involved shall pay a specified fee pursuant to this Ordinance which specifies the services provided. The rates for services shall be set by the District Board and shall not exceed the reasonable amount necessary to recover the costs of providing the specified service as allowed by law.

SECTION 5. Service Charge

Unless waived pursuant to Ordinance Section 3, every public agency and/or party involved shall be responsible for a Service Charge which, for these services, shall include a Service Rate and an Equipment Rate, if applicable, pursuant to the rates established in the Ordinance Section 9 under General Fees.

The “Service Rate” shall be the fee set forth pursuant to Ordinance Section 9.

The “Equipment Rate” is the rate at which the District will require repayment for use of any District utilized property as set forth in Ordinance Section 9.

SECTION 6. No Waiver of Other Means of Cost Recovery

This Ordinance does not preclude the District from pursuing any additional means of cost recovery. Such means include, but are not limited to, actions pursuant to Health and Safety Code Section §13009 (for negligent actions which cause the use of services or facilities of the District) and actions against parties whose willful, grossly negligent, or criminal conduct causes the use of District services or facilities.

SECTION 7. Severability

If provisions of this Ordinance are declared invalid or unenforceable by a court of competent jurisdiction, that holding shall not affect the validity or enforceability of the remaining fees or provisions and the Board declares that it would have adopted each article, section and part of this Ordinance, irrespective of the validity of any other article, section or part.

SECTION 8. Repeal of Conflicting Ordinance and Resolution

All parts of the San Ramon Valley Fire Protection District Ordinance No. 19 and Resolution 2006-06 shall be repealed in concurrence with the effective date of this Ordinance No. 25.

SECTION 9. Schedule of Fees

All plan check, construction inspections and/or fire inspections, and permits required by the California Fire Code, San Ramon Valley Fire Protection District (“District”) Ordinance, or California Office of the State Fire Marshal shall be subject to the following adopted user fees.

Fees for plan check shall be tabulated and collected upon submittal of the initial plan for review and be in accordance with Part 1.

Fees for fire inspections, as part of the District’s code enforcement program shall be in accordance with Part 2.

Fees for permits, as part of the District’s code enforcement program shall be in accordance with Part 3.

Miscellaneous reports, copying fees, standby personnel, safety officer or other listed general services for which the District has adopted user fees shall be in accordance with Part 4.

Part 1. PLAN REVIEW AND CONSTRUCTION PERMIT FEES

Fees shall be collected upon submittal of plans for review as set forth in Table 1-A. Fees are based on the type of plan submitted for review.

Operational permits required for new systems, processes, or uses necessitating a plan review shall have the initial fire code permit issued with the plan review in accordance with Part 1, Table 1.

Table 1

REF.	TYPE OF REVIEW	FEE
	Planning and Site Development	
	Pre-application design review <i>To meet to discuss potential requirements, design criteria, hardships, proposed mitigation of requirements, etc</i>	\$107 per hour <i>First hour no charge.</i>
	Planning and site development review <i>Includes review and comments for planning applications and associated community development process requirements</i>	\$289
	Emergency response pre-plan <i>A emergency response pre-plan is required if determined necessary by the fire code official due to size, use, or special hazard exist</i>	Actual Cost to District
105.7	Plan Check and Construction Permits	
105.7.1.	Automatic fire-extinguishing systems (a) NFPA 13 & 13R wet, dry, pre-action	

	<p>1. new system</p> <p>2. modification to an existing system</p> <p>(b) clean agent, commercial cooking, wet & dry chemical, CO₂</p> <p>(c) NFPA 13D new and modifications</p>	<p>\$482 first 20 heads + \$63 each add 20 heads</p> <p>\$268 first 20 heads + \$63 each add 20 heads</p> <p>\$321</p> <p>\$321</p>
105.7.2	Battery systems	\$321
105.7.3	Compressed gases.	
	(a) storage, use, or handling	\$321
	(b) medical gas systems	\$321
	(c) refrigeration systems	\$321
105.7.4	Cryogenic fluids	\$321
105.7.5	Fire alarm and detection systems and related equipment	
	(a) fire alarm system	\$534 first 20 devices + \$105 each add 20 devices
	1. new system	\$321 first 20 devices + \$105 each add 20 devices
	2. modification to an existing system	\$214
	(b) fire sprinkler monitoring system	\$321
	(c) smoke control system	\$321
	(d) smoke and heat vent systems	
105.7.6	Fire pumps and related equipment	
	(a) new installation	\$644
	(b) modifications or repairs to	\$343
105.7.7	Flammable and combustible liquids	
	(a) aboveground and underground storage tanks, including equipment	\$321
	(b) underground tank removal	\$321
	(c) vapor recovery	\$321
105.7.8	Hazardous materials	\$321
105.7.9	Industrial ovens	\$321
105.7.10	LP-gas	
	(a) new installation	\$271
	(b) modifications or repairs to	\$232
105.7.11	Private fire hydrants and fire protection water supplies	
	(a) private fire hydrant systems	\$589 per system
	(b) fire protection system water supply	\$321 per system

	(c) rural water supply systems (d) temporary water supply systems	\$589 per system \$171 per system
105.7.12	Spraying or dipping (a) new installation (b) modifications or repairs to	\$316 \$232
105.7.13	Standpipe systems (a) new installation (b) modifications or repairs to	\$578 \$271
105.7.14	Temporary membrane structures and tents	\$176
105.7.15	Construction, alteration, or renovation of a building for which a building permit is required (a) commercial: new or addition 1. 0 – 5,000 SQFT 2. 5,001 – 10,000 SQFT 3. 10,001 – 20,000 SQFT 4. each additional 10,000 SQFT (b) commercial: alteration or renovation 1. 0 – 5,000 SQFT 2. 5,001 – 10,000 SQFT 3. 10,001 – 20,000 SQFT 4. each additional 10,000 SQFT (c) residential: new, addition, alteration or renovation	\$504 \$616 \$794 \$139 \$273 \$330 \$418 \$69 \$268
105.7.16	Fire apparatus access, site improvements and related equipment (a) roadway design (b) obstructions (gates, traffic calming devices, and other manipulated barriers) (c) temporary fire apparatus access roadways	\$321 \$54 \$171
	Miscellaneous system plans	\$321
	Miscellaneous construction permit	\$343 per hour
	Fuel modification inspection	\$321
	Additional plan reviews	\$187 each
	Plan reviews or specialized consultation <i>The use of an independent specialized consultant with expertise to conduct the review is sometimes necessary. Projects subject to this provision shall be so advised and provide to the District a document addressed to the District recognizing the advisory and accepting responsibility for resulting charges.</i>	\$214 + review type from Table 1-A + consultant fees
	Additional field inspections	\$198 each
	Field inspections or tests after regular business hours <i>Fees assessed under this provision shall be due and payable prior to the action of the District. This provision is not a mandate on the District to normally provide this service. This service is subject to staff availability and does not mandate performance.</i>	\$686 per hour 2 hour minimum
	Alternate materials and methods of construction review	\$214

	<i>*Plus any costs the District incurs should the use of an independent specialized consultant be necessary to evaluate the submittal.</i>	
	Permit renewal or extension	Assessed at one half of the original fee

Part 2. OCCUPANCY INSPECTION FEES

The fees for state mandated occupancy inspections and state license care facility "Fire Clearance" services not part of a construction or operational permit shall be in accordance with Part 2, Table 2.

Table 2

REF.		FEE
	State Mandated Inspections	
1.	Public and private schools	\$0 annually
2.	Hotel, motel, lodging house, apartment house and dwelling, buildings, or similar (i.e. Group R, Division 1 & 2 occupancies) and structures accessory thereto	
	(a) <15 dwelling units annually	\$107
	(b) 16-75 dwelling units annually	\$166
	(c) >76 dwelling units annually	\$221
3.	Jail or place of detention for persons charged with or convicted of a crime	\$659 bi-annually
	State Licensed Facilities - Fire Clearance (850 Form)	
4.	Pre-inspection consultation	\$56
5.	Facilities with a capacity to serve not more than 6 clients	No Fee
6.	Facilities with a capacity to serve more 6-25 clients	\$56
7.	Facilities with a capacity to serve 26 or more clients	\$110

Part 3. FIRE CODE OPERATIONAL PERMIT FEES

All Operational permits required by the California Fire Code and/or San Ramon Valley Fire Protection District ("District") Ordinance are renewable on the basis of inspection frequency. Operational permit fees are due and payable via invoice following the inspection as set forth in Part 3.

Operational permits required for new systems, processes, or uses necessitating a plan review shall have the initial fire code permit issued with the plan review in accordance with Part 1, Table 1.

Table 3

REF.	TYPE OF REVIEW	FEE
	Operational Permits	

105.6.1	Aerosol products	\$87
105.6.2	Amusement buildings	\$175
105.6.3	Aviation facilities	\$176
105.6.4	Carnivals and fairs	\$88
105.6.5	Cellulose nitrate film	\$176
105.6.6	Combustible dust-producing operations	\$132
105.6.7	Combustible fibers	\$176
105.6.8	Compressed gases	\$176
105.6.9	Covered mall buildings	\$176
105.6.10	Cryogenic fluids	\$132
105.6.11	Cutting and welding	\$176
105.6.12	Dry cleaning plants	\$132
105.6.13	Exhibits and trade shows	\$198
105.6.14	Explosives	\$44
105.6.15	Fire hydrants and valves	\$44
105.6.16	Flammable and combustible liquids	\$132
105.6.17	Floor finishing	\$176
105.6.18	Fruit and crop ripening	\$132
105.6.19	Fumigation and thermal insecticidal fogging	\$18
105.6.20	Hazardous materials	\$176
105.6.21	Hazardous production materials	\$176
105.6.22	High-piled storage	\$132
105.6.23	Hot work operations	\$66
105.6.24	Industrial ovens	\$176
105.6.25	Lumber yards and woodworking plants	\$66
105.6.26	Liquid or gas-fueled vehicles	\$66
105.6.27	LP-gas	\$45
105.6.28	Magnesium	\$66
105.6.29	Miscellaneous combustible storage	\$44
105.6.30	Open burning	\$88
105.6.31	Open flames and torches	\$88
105.6.32	Open flames and candles	\$88
105.6.33	Organic coatings	\$176
105.6.34	Places of assembly	\$132
105.6.35	Private fire hydrants	\$176
105.6.36	Pyrotechnic special effects material	\$176
105.6.37	Pyroxylin plastics	\$132
105.6.38	Refrigeration equipment	\$66
105.6.39	Repair garages and motor fuel-dispensing facilities	\$66
105.6.40	Rooftop heliports	\$176
105.6.41	Spraying or dipping	\$66
105.6.42	Storage of scrap tires and tire byproducts	\$176
105.6.43	Temporary membrane structures and tents	\$176

105.6.44	Tire-rebuilding plants	\$176
105.6.45	Waste products	\$176
105.6.46	Wood Products	\$176
105.6.47	Additional operational permits	\$176
105.6.48	Christmas tree sales	\$198
105.6.49	Model rocket	\$109

Part 4. GENERAL FEES

Miscellaneous reports, copying fees, standby personnel, safety officer or other listed general services for which the District has adopted user fees shall be in accordance with Part 4, Table 4.

Table 4

REF.	GENERAL FEES	FEE
	All reports, (Incident, Inspection, Investigation, Budget, CAFR, Board Packet)	Cost of reproduction, plus 10%
	Copy Charges	\$.10 per page; duplexed pages are charged as two pages
	GIS Maps (Digital Transfer)	Cost of reproduction, plus 10%
	Copies of photographs, discs, tapes or any other outsourced processed records	Cost of reproduction plus 10%
	Documentation Certification	\$5.00 or maximum allowable by law
	Returned Check Charge	\$25/check
	Late Payment Fee	10% of fee or \$10 (whichever is greater)
	CPR Training – Class Size 6 minimum / 9 maximum <ul style="list-style-type: none"> • CPR Class (includes booklet, mask and certification card) • CPR Class for Seniors • CPR Class only NO Mask 	\$25 per person/per class \$15 per person/per class \$15 per person per/class
	Facility Rentals – Old School House Deposit	\$250 (refundable)
	Fire House Dinner	\$150
	Ambulance Transport Fees – Bundled Rates - CPI Adjustment Annually on Rates	

	<ul style="list-style-type: none"> • BLS • ALS • ALS 2 • Oxygen • Mileage 	<p style="text-align: right;">\$896</p> <p style="text-align: right;">\$1,161</p> <p style="text-align: right;">\$1,230</p> <p style="text-align: right;">\$82</p> <p style="text-align: right;">\$24</p>
	Paramedic Field Internship	\$1054
	<p>Subpoenas</p> <p>A deposit of \$150.00 for each day that the specified employee is required to remain in attendance pursuant to the subpoena. The District shall then be reimbursed for traveling expenses and the full cost to the District of paying the employee, tabulated pursuant to the Service Rate below. If the actual expenses should later prove to be less than \$150.00 per day tendered, the excess of the amount shall be refunded. If the actual expenses should later prove to be more than the amount deposited, the District may collect the balance from the party at whose request the subpoena is issued</p>	
	Construction Investigation, Stop Work Orders	\$160
	Standby of Fire District Personnel or Safety Officer	\$160
	Weed Abatement Program Administrative Fee	\$1,105
	Applicant Charges for Processing Address or Street Name Changes	\$80

SERVICE RATE SCHEDULE

Unless waived by the District pursuant to Section 3 of the Fee Ordinance, a service rate shall be applied for the services rendered. This service rate shall be based upon the hourly rate, or overtime rate for the specific position or rank for the employee providing the services. In addition, this rate shall include an average benefit cost for safety employees at 70% and an average benefit cost for non-safety at 45%. When determining whether the rate to be charged is the “overtime rate” or the “hourly rate,” the overtime rate shall be used if the District is required to pay overtime to the specified employee. If the District is not required to pay overtime to the specific employee, then all hours shall be charged at the “hourly rate.”

EQUIPMENT RATE SCHEDULE

Apparatus and equipment rates shall be the current rate in effect under the California Fire Assistance Agreement or the Federal Emergency Management Agency equipment rate schedule, whichever applies.

Part 5. Information Technology Surcharge Fee

The schedule of fees included in Section 9, Part 1 through Part 3 is inclusive of a 5 percent surcharge for Information Technology to assist in ongoing technology needs to support the general operations of the Fire Prevention Division for which these fees are charged.

SECTION 10. Effective Date

That this Ordinance established and adopted hereby shall take effect and be in full force, beginning March 1, 2011 and after its final passage and adoption.

Passed and Adopted on _____, by the following Vote:

AYES:

NOES:

ABSENT:

ATTEST: _____

Susan F. Brooks
District Clerk

Roxanne Lindsay, President
Board of Directors

ATTACHMENT

"A"

Final Report on the Fire Prevention Fee Analysis

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

matrix 
consulting group

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Palo Alto, CA 94303
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July 26, 2010

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ATTACHMENTS

A: Cost Recovery Report Table – Total for All Fee Related Services

1. EXECUTIVE SUMMARY

The San Ramon Valley Fire Protection District contracted with the Matrix Consulting Group to analyze its current schedule of Fire Prevention fees as related to the estimated costs of providing Fire Prevention services. The project team reviewed the entire fee structure with District staff to update, consolidate, streamline, and improve the structure while also including new and revised fee categories.

Through this study, the Matrix Consulting Group determined the estimated total cost of Fire Prevention services provided by the District, with a comprehensive look at all Prevention functions (both fee and non-fee related), keeping in mind the need for a fee structure that is straightforward, easy to understand, and clear in terms of presentation to the general community. The results of this analysis provide a tool for understanding current service levels, the cost and demand for those services, and what fees for service can and should be charged.

1. SUMMARY OF RESULTS

The cumulative results of this User Fee Study identified an overall subsidy provided to the fee payer, where the annual revenue collected for all fee related services is, on average, less than the estimated true cost of providing those services. From a detailed, fee-by-fee perspective, the results demonstrate that while some charges for services are set at levels higher than the true costs of providing services, other charges for service are generating much less than their estimated true cost. However, as shown in the following table, the net result of the Study found an overall undercharge for services.

Projected Annual Revenue at Current Fee / Deposit	Projected Annual Revenue at Full Cost per Unit	Annual Revenue Surplus / (Subsidy)	Full Cost Recovery Rate
\$189,000	\$737,000	(\$548,000)	26%

**Results shown in the table above are rounded to the nearest thousand for presentation purposes.*

The table above is comprised of the District's estimated annual current Fire Prevention fee-related revenue versus the estimated total costs of providing fee-related services. The District is currently recovering approximately 26% of the estimated total cost of providing Fire Prevention fee-related services. At full cost recovery, the potential additional revenue obtained from implementing these revised and/or additional fees for services is approximately \$548,000 above what is currently collected for these services. The results of this Study also identified approximately \$2.3 million in additional costs associated with non-fee related activities. Detailed cost calculation results are discussed further in Chapter 4 of this report.

2. METHODOLOGY

The Matrix Consulting Group utilized a cost-based analytical approach in calculating the full cost of providing fire prevention services. By implementing a cost-based fire prevention fee structure, the San Ramon Valley Fire Protection District follows a best management practice in the adoption of fees that are fair, equitable, and represent the estimated and reasonable costs of services provided, as required by the Government Code.

For this Study, the methodology employed in establishing the full cost of providing services is a widely known and accepted "bottom up" approach to cost analysis, where time spent per unit of fee activity is determined for each position within a department. Once time spent for a fee activity is determined, all applicable costs are

then considered in the calculation of the full cost of providing each service. Typical costs included in a “full” cost calculation include: direct salaries and benefits, operating services and supplies, divisional and departmental overhead, District-wide overhead costs, as well as certain costs associated with maintenance and update of relevant plans, policies, and systems in support of operations. A comprehensive discussion of all costs considered for the District’s Fire Prevention Division is included in Chapters 3 and 4 of this report.

3. POLICY CONSIDERATION HIGHLIGHTS

The Matrix Consulting Group recommends that the District use the information contained in this report to discuss, adopt, and implement policies regarding Fire Prevention fees for service, as detailed in the following sections.

(1) Establish Cost Recovery Objectives

The project team recommends the District try to recover as much of its service costs as feasible. For most fee related services, the Matrix Consulting Group recommends setting fees at 100% cost recovery. However, as discussed in Chapter 2 of this report, several political and economic policy factors often warrant adoption of fee levels at less than 100%.

(2) Adopt an Annual Update Mechanism

In addition, the District should perform a complete update of its User Fee Study on a periodic basis. In general, 3 to 5 years for fee and rate studies is considered a best management practice. The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions applied in the previous study, and to account for any major shifts in cost components or organizational

structures. In between comprehensive updates, the District could utilize published industry economic factors such as CPI (Consumer Price Index) or other regional factors to update the cost calculations established in the Study on an annual basis. Alternatively, the District could also consider the use of its own anticipated labor cost increases such as step increases, benefit enhancements, or cost of living raises. The latter example provides a more realistic reflection than a CPI, given the fact that labor costs generally comprise the majority of cost calculations for a jurisdiction. Use of an automatic increase mechanism based on the District's own labor costs also provides a factor that is specific to it and its operations, rather than one that is specific to a region or industry as a whole. Utilizing an annual increase mechanism would ensure that the District receives appropriate fee and revenue increases that reflect growth in costs.

(3) Implement an Information Technology Surcharge

It is common for jurisdictions in California to employ "surcharges" on top of their fees for service to fund certain types of operational support costs. Popular surcharges employed in the West include one for technology maintenance and replacement. Surcharges are generally assessed as a percentage of fees or some other metric such as valuation, and are meant to recover costs from entire groups who receive overall benefit from services rather than individual clients or customers. Chapter 4 of this report presents options for the adoption of an Information Technology Surcharge on top of permits to aid in the maintenance and replacement of the Fire Prevention Division's technology needs.

2. LEGAL FRAMEWORK AND POLICY CONSIDERATIONS

A “user fee” is a charge for services provided by a governmental agency to a public citizen or group. In California, several constitutional laws such as Propositions 218, and State Government Codes 66012 through 66024, as well as Health and Safety Codes 13916, et seq., set the parameters under which the user fees typically administered by local government are established and administered.

1. GENERAL PRINCIPLES AND PHILOSOPHIES REGARDING USER FEES

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

Services that Provide General “Global” Community Benefit	Services that Provide Both “Global” Benefit and also a Specific Group or Individual Benefit	Services that Provide a Primary Benefit to an Individual or Group, with less “Global” Community Benefit
<ul style="list-style-type: none">• Police• Park Maintenance	<ul style="list-style-type: none">• Recreation / Community Services• Fire Suppression, Fire Prevention	<ul style="list-style-type: none">• Building Permits• Planning and Zoning Approval• Site Plan Review• Engineering Development Review

Funding for local government is obtained from a myriad of revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have

become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In the table on the previous page, services in the “global benefit” section tend to be funded primarily through voter approved tax revenues. In the middle of the table, one typically finds a mixture of taxes, user fee, and other funding sources. Finally, in the “individual / group benefit” section of the table, lie the services provided by local government that are typically funded by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.
- **A profit making objective should not be included in the assessment of user fees.** In fact, California laws require that the charges for service be in direct proportion to the costs associated with providing those services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term “user fee” no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

2. GENERAL POLICY CONSIDERATIONS REGARDING USER FEES

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why staff and/or appropriate policy makers may not

advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or other agency will occasionally set a maximum, minimum, or limit the jurisdiction's ability to charge a fee at all. Examples include Transportation Permits commonly issued by Public Works departments, many types of Police records and processing fees, as well as charging for time spent copying and retrieving public documents in the District Clerk's office.
- **Encouragement of desired behaviors.** Keeping fees for certain services below costs may provide for better compliance from the community. For example, if the cost of a permit for changing a water heater in a residential home is higher than the cost of the water heater itself, many citizens will avoid pulling the permit.
- **Affect on demand for a particular service.** Sometimes raising the "price" charged for services might reduce the number of participants in a program. This is largely the case in Recreation programs such as aquatics or sports leagues, where participants often compare the District's fees to surrounding jurisdictions or other options for leisure activities.
- **Participation for individuals or groups that typically cannot afford services.** Policy makers may decide to fully subsidize or set fees at a level that will allow participation for certain segments of the community, such as appeals to development review decisions by members of the community that are not the primary applicant on a project.
- **Benefit received by user of the service and the community at large is mutual.** Many services that directly benefit a group or individual equally benefit the community as a whole. Examples include Planning Design Review, historical dedications and certain types of special events, to name a few.

The Matrix Consulting Group recognizes the need for policy that intentionally subsidizes certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services, and assure that the District is in compliance with State law.

Once the full cost of providing services is known, the next step is to determine the "rate" or "price" for services at a level which is up to, and not more than the full cost amount. The policy making body is responsible for this decision, which often becomes a

question of balancing service levels and funding sources. The placement of a service or activity within the continuum of benefit received may require extensive discussion and at times fall into a “grey area.” However, with the resulting cost of services information from a User Fee Study, they can be assured that the adopted fee for service is reasonable, fair, and legal.

3. USER FEE STUDY METHODOLOGY

The Matrix Consulting Group utilizes a cost allocation methodology, commonly known and accepted as the “bottom-up” approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The components of “full cost” considered for the San Ramon Valley Fire Protection District’s fire prevention fees are shown in the table below:

Cost Component	Description
Direct	Fiscal Year 2010/11 budgeted salaries, benefits and allowable operating expenditures.
Departmental Overhead	Department and Division administration / management and clerical support.
Agency-wide Overhead	District costs associated with central service costs such as payroll, human resources, budgeting, District management, etc. These costs were established through a simple overhead calculation analysis.
Plans, Policies, and Systems Maintenance	Costs associated with Fire Prevention’s technology needs, including acquisition and replacement of permitting software. Technology systems are necessary for the preparation, tracking, and revision of permits. These costs are not included in the total cost calculations represented in Attachment A of this report, but are identified in Chapter 4 for further policy consideration. If implemented, this revenue should be designated and set aside on an annual basis specifically for the purposes noted above.

For the San Ramon Valley Fire Protection District, the general steps utilized by the project team to determine allocations of the above cost components to a particular fee or service are:

- Create a list of application and permitting fees;
- Identify average time to process, plan check, and review each project item

- Calculate the full cost of providing services to include all direct and indirect cost components

The result of these allocations provides detailed documentation for the reasonable estimate of the actual cost of providing each service. The following are critical points about the use of time estimates and the validity of our cost allocation models.

1. TIME ESTIMATES ARE A MEASURE OF SERVICE LEVELS REQUIRED TO PERFORM A PARTICULAR SERVICE

One of the key study assumptions utilized in the “bottom up” approach is the use of time estimates for the provision of each fee related service. Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the District developed these estimates.

The project team worked closely with the District’s staff in developing time estimates with the following criteria:

- Estimates are representative of average times for providing service. Extremely difficult or abnormally simple projects are excluded from the analysis.
- Estimates provided by staff are reviewed and approved by the department, and often involve multiple iterations before a study is finalized.
- Estimates are reviewed by the project team for “reasonableness” against their experience with other agencies.

The Matrix Consulting Group agrees that while the use of time estimates is not a perfect approach, it is the best alternative available for setting a standard level of service for which to base a jurisdiction’s fees for service, and it meets the requirements of California law.

The alternative to time estimating is actual time tracking, often referred to billing on a “time and materials” basis. Except for in the case of anomalous or sometimes very large and complex projects, the Matrix Consulting Group believes this approach not to be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.
- Additional costs are associated with administrative staff’s billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.
- Applicants may begin to request assignment of faster or less expensive personnel to their project.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrants time tracking and billing on a “time and materials” basis. However, the Matrix Consulting Group discourages this practice whenever possible.

2. CROSS CHECKS ENSURE THE VALIDITY OF OUR ANALYTICAL MODEL

In addition to the collection of time estimate data for each fee or service included in the User Fee Study, annual volume of activity data assumptions are also a critical component. By collecting data on the estimated volume of activity for each fee or service, a number of analyses are performed which not only provide useful information to departments regarding allocation of staff resources, but also provide valuable cross checks that ensure the validity of each cost allocation model. This includes assurance that 100% of staff resources are accounted for and allocated to a fee for service, or “other non fee” related category. Since there are no objectives to make a profit in

establishing user fees, it is very important to ensure that services are not estimated at a level that exceeds budgeted resource capacity. If at least and not significantly more than 100% of staff resources are accounted for, then no more than 100% of costs associated with providing services will be allocated to individual services in the study.

4. DETAILED RESULTS

The motivation behind a cost of services (User Fee) analysis is for the Board and District staff to maintain services at a level that is both accepted and effective for the community, and also to maintain control over the policy and management of these services.

Discussion of results in this chapter are intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. The full analytical results were provided under separate cover from this report. The recommendations and proposed fee structures in this report are legally defensible and establish a nexus between costs of providing services to each specific user fee that is charged.

Attachment A to this report displays the cost calculation results from two perspectives:

- **First, on a “Per Unit” Basis:** comparing the full cost of providing each unit of service to the current fee for each unit of service (where applicable).
- **Second, on an annualized basis:** the project team utilized volume of activity estimates to project annual subsidies and revenue impacts associated with the implementation of each fee for service at full cost recovery levels.

It should be noted that the results presented in this report are not a precise measurement. The following key assumptions are unique to understanding the San Ramon Valley Fire Protection District’s results:

- Fiscal Year 2010-11 adopted budgeted costs and staffing levels are the basis for cost information included in the analysis.
- Revenue and workload data are assumed at close to the current fiscal year data.

In general, the Matrix Consulting Group believes that a cost of service analysis takes a “snapshot in time”, where the most current fiscal year of adopted budgeted cost information is compared to the most current complete fiscal year of revenue and workload data available. Workload data may then be adjusted to reflect “reasonable and defensible” estimates for purposes of analysis.

Changes to the structure of fee names, along with the use of time estimates allow only for a reasonable projection of subsidies and revenue. Consequently, the Board and District staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

1. OVERVIEW OF TOTAL COST RESULTS

The Fire Prevention Division provides fire prevention and other community risk reduction services through the use of long range planning, inspection and plan review, code compliance, exterior hazard abatement, public information, and outreach programs and services.

The San Ramon Valley Fire Protection District wished to update and improve its fee ordinance, for many of the reasons previously discussed in Chapter 2. Therefore, the Matrix Consulting Group worked with District staff to undergo a thorough analysis that connects staff hours and costs by various project types to fees for service. The presentation of results in this chapter are intended as summaries of extensive and voluminous cost allocation documentation of the Fire Prevention Division’s analytical model. The full analytical results were provided under separate cover from this summary report.

As shown in the table in Attachment A, most fees for service on a per unit basis

for the Fire Prevention Division showed an average undercharge. The total cost of fee related services for this Division is approximately \$737,000. The District's estimated current revenue for these items is approximately \$189,000. At current fee levels, the Division is recovering approximately 26 percent of the total costs associated with providing its services. If these fees were set to recover 100 percent of their cost, additional revenue of approximately \$548,000 could be achieved.

(2) Non-Fee Related Activities

The results of this analysis also identified approximately \$2.3 million in costs associated with activities for which a fee cannot be charged, or is not currently charged. The table below provides an outline of these "non-fee related" activities:

Activity	Total Annual Cost (\$)
Routine Annual Occupancy Inspections (not currently charged for, items 127 – 130 in Attachment A)	599,000
Weed Abatement Annual Compliance Inspection (not currently charged for, item 133 in Attachment A)	243,000
Other Non-User Fee Activities (not eligible to be recouped through user fees for service), including: <ul style="list-style-type: none">• Fire Investigation duty• Special Projects• Public Outreach and Education• Capital Project Management	1,438,000
TOTAL	2,280,000

The staff and Board may use the cost calculation information provided from this study regarding non-fee related activities to either institute fees for service, or to understand the cost of providing services for which a fee is not charged.

(3) Potential Surcharges for the Technology

It is common for jurisdictions in California to employ "surcharges" on top of their fees for service to fund certain types of operational support costs. Popular surcharges

employed in the West include those for technology maintenance and/or replacement. Surcharges are generally assessed as a percentage of fees or some other metric such as valuation, and are meant to recover costs from entire groups who receive overall benefit from services rather than individual clients or customers.

Because on-going technology needs such as permitting software, laptops, servers, etc. are needed to support the general operations of the Fire Prevention Division, these costs are legitimate to recover in the programs and fees it supports. As part of the User Fee Study, the Matrix Consulting Group worked with the District's Information Technology staff to estimate the total cost of the Prevention Division's technology replacement needs over a 6-year cycle:

Replacement Cost Category	Total Replacement Cost	Replacement Cycle	Amortized Cost
Hardware	\$74,649	6 years	\$12,000
Professional Services	\$3,183	6 years	\$1,000
Licensing	\$113,858	6 years	\$18,980
TOTAL	\$191,690	6 years	\$31,980

As shown in the table above, the total replacement costs of information technology resources utilized by the Division in support of permitting, plan review, and other Prevention activities is approximately \$31,980 per year.

To implement a surcharge for technology replacement costs, the San Ramon Valley Fire Protection District staff and Board should agree upon a desired cost recovery target for this program, to be captured on top of Fire Prevention fees for service.

The following is one example of a typical approach to establishing cost recovery goals and objectives for a surcharge:

- Approximately 20% is a net District cost. These costs are associated with the community wide operational benefits received from the Fire Prevention function, such as those mentioned in the “other non-user fee activities” section of this chapter.
- Approximately 80% (\$153,350 total or \$25,580 per year) would be recovered on top of fire permits. These costs are associated with the direct benefit of technology resources received by the community.

The actual amount of the surcharge is affected by the fee-setting action determined by the local decision making authority. The following table provides several policy options for consideration:

Percentage of Total Estimated Service Costs Recovered from User Fee Revenue	26%	50%	75%	100%
Technology Surcharge Amount	17%	9%	6%	4%

Assuming a policy decision to recover 80% (or \$25,580 per year) of the Fire Prevention Division’s technology replacement needs in fees for service, the technology surcharge would need to apply 4% on top of each permit, if the District adopted all user fees contained in this report at 100% of full cost recovery. However, if the District adopts user fees at less than 100% of full cost recovery, the surcharge would need to be adjusted accordingly. For example, if the Board approves no fee increasing action, the technology surcharge at the District’s existing cost recovery percentage of 26% would be a 17% technology surcharge on top of each fire permit.

Additional implementation issues should be noted regarding a technology surcharge. First, funds generated from the surcharge should be set aside for specific technology replacement uses. Second, the surcharge should sunset when the desired total cost recovery target is reached.

5. CONCLUSION

The San Ramon Valley Fire Protection District engaged the Matrix Consulting Group to determine the total cost of Fire Prevention services provided to its citizens and businesses. To calculate the total cost of services, Matrix Consulting Group employed both a widely accepted and defensible methodology, as well as the experience and input of District staff to complete the necessary data collection and discussion to complete the analysis. The recommendations and proposed fee structures in this report are legally defensible and establish a nexus between costs of providing services to each specific user fees that is charged.

The project team recommends the District try to recover as much of the service costs as is feasible. For most fee related services, the Matrix Consulting Group recommends setting fees at 100% cost recovery. However, as discussed in Chapter 2 of this report, several policy factors often warrant adoption of fee levels at less than 100%.

ATTACHMENT A

Cost Recovery Report Table – Total for All Fee Related Services

Cost Recovery Report Table - Fee Related Services Only

FEE NO.	Fee Name	Current Fee / Deposit (\$)	Total Cost Per Unit (\$)	Surplus / (Deficit) per Unit (\$)	Annual Recoverable Volume	Revenue at Current Fee - Annual (\$)	Total Cost - Annual (\$)	Surplus / (Deficit) - Annual (\$)
PLANNING & SITE DEVELOPMENT								
2	Pre-application design review (hourly)	97	275	(178)	1	97	275	(178)
3	Planning and Site Development Review - hourly	291	275	16	6	1,746	1,649	97
PLAN CHECK AND CONSTRUCTION PERMITS								
7	AFES - NFPA 13,13R, Wet, Dry, Pre-action - New (First 20 Heads)	437	653	(216)	18	7,866	11,745	(3,879)
8	AFES - NFPA 13,13R, Wet, Dry, Pre-action , Misc Systems - New or TI (Each Add. 20 heads)	291	120	171	-	-	-	-
9	AFES - SFD 13D	291	653	(362)	42	12,222	27,406	(15,184)
10	Auto Fire-Extinguishing Systems - NFPA 13,13R, & Wet, Dry, Pre-action (Modify Existing System) - (First 20 Heads)	243	515	(272)	107	26,001	55,116	(29,115)
11	Auto Fire-Extinguishing Systems - Clean agent, commercial cooking, wet & dry chemical, CO2	291	464	(173)	38	11,058	17,650	(6,592)
14	Fuel Modification Inspection	291	778	(487)	-	-	-	-
15	Battery Systems	291	411	(120)	11	3,201	4,520	(1,319)
16	Compressed Gases - (Storage, Use, or Handling)	291	504	(213)	1	291	504	(213)
17	Compressed Gases - (Medical Gas Systems)	291	751	(460)	2	582	1,502	(920)
18	Compressed Gases - (Refrigeration Systems)	291	653	(362)	1	291	653	(362)
19	Cryogenic Fluids	291	504	(213)	-	-	-	-
20	Fire Alarm System - New (First 20 Heads)	485	602	(117)	26	12,610	15,649	(3,039)
21	Fire Alarm System - New or TI (Ea. Add. 20 Devices)	-	200	(200)	-	-	-	-
23	Tenant Improvement Fire Alarm Plan (First 20 Heads)	291	515	(224)	48	13,968	24,725	(10,757)
27	Fire Service Underground	291	962	(671)	-	-	-	-
28	Fire Sprinkler Monitoring System	194	515	(321)	8	1,552	4,121	(2,569)
29	Smoke Control System	291	950	(659)	1	291	950	(659)
30	Smoke and Heat Vent Systems	291	653	(362)	-	-	-	-
31	Fire Pumps & Related Equipment (New)	291	1,225	(934)	-	-	-	-
32	Fire Pumps & Related Equipment (Modifications or Repairs)	291	653	(362)	-	-	-	-
33	Flammable & Combustible Liquids - (Above/underground storage tanks)	291	515	(224)	3	873	1,545	(672)
34	Flammable & Combustible Liquids - (Underground Tank Removal)	291	446	(155)	-	-	-	-
35	Flammable & Combustible Liquids - (Vapor Recovery)	291	446	(155)	-	-	-	-
36	Hazardous Materials - (Process / Storage)	291	653	(362)	1	291	653	(362)
37	Hazardous Materials - (Chemical Classification Review)	291	802	(511)	-	-	-	-
38	Industrial Ovens	291	653	(362)	-	-	-	-
39	LP-Gas - (New Installation)	291	515	(224)	1	291	515	(224)
40	LP-Gas - (Modifications or Repair)	291	441	(150)	-	-	-	-
41	Private Fire Hydrant Systems	534	1,099	(565)	8	4,272	8,794	(4,522)
42	Rural Private Water System	534	1,099	(565)	11	5,874	12,092	(6,218)
47	Temporary Water Supply Systems	155	464	(309)	-	-	-	-
48	Spraying or Dipping - (New)	291	602	(311)	-	-	-	-
49	Spraying or Dipping - (Modifications or Repairs)	291	441	(150)	-	-	-	-

Cost Recovery Report Table - Fee Related Services Only

FEE NO.	Fee Name	Current Fee / Deposit (\$)	Total Cost Per Unit (\$)	Surplus / (Deficit) per Unit (\$)	Annual Recoverable Volume	Revenue at Current Fee - Annual (\$)	Total Cost - Annual (\$)	Surplus / (Deficit) - Annual (\$)
50	Standpipe Systems - (New)	291	1,099	(808)	1	291	1,099	(808)
51	Standpipe Systems - (Modifications or Repairs)	291	515	(224)	1	291	515	(224)
52	Temporary Membrane Structures - (Tents & Canopies)	160	515	(355)	-	-	-	-
57	Fire Apparatus Access - Roadway Design / Improvement Plans	291	510	(219)	-	-	-	-
58	Fire Apparatus Access - Obstructions	49	297	(248)	5	245	1,487	(1,242)
59	Fire Apparatus Access - Temporary Access Roadways	155	441	(286)	1	155	441	(286)
60	Miscellaneous Construction Permit	-	653	(653)	1	-	653	(653)
61	Additional Plan Reviews	-	355	(355)	1	-	355	(355)
62	Plan Reviews w/ Specialized Consultation (Admin Fee)	194	653	(459)	-	-	-	-
63	Additional Field Inspections	-	378	(378)	1	-	378	(378)
64	Plan Review / Field Inspections or Tests (After Hours - 2 hour min.)	194	653	(459)	-	-	-	-
65	Alternate Materials and Methods of Construction Review	188	1,308	(1,120)	-	-	-	-
66	Permit Renewal or Extension (50% original)	-	-	-	1	-	-	-
STATE MANDATED / 850 LIC OCCUPANCY INSPECTIONS								
68	Public & Private Schools	-	2,512	(2,512)	113	-	283,876	(283,876)
70	Hotel, Motel, Lodging House, Apartment House and Dwelling, etc. (<15 Units)	97	481	(384)	29	2,813	13,936	(11,123)
71	Hotel, Motel, Lodging House, Apartment House and Dwelling, etc. (16-75 Units)	150	733	(583)	15	2,250	10,997	(8,747)
72	Hotel, Motel, Lodging House, Apartment House and Dwelling, etc. (>76 Units)	200	1,373	(1,173)	30	6,000	41,189	(35,189)
73	Hospitals, Jails, or place of detention	-	1,256	(1,256)	3	-	3,768	(3,768)
74	Group R-2.1, 3.1, & 4 Occupancy - Pre-inspection Consultation	50	754	(704)	1	50	754	(704)
75	Group R-2.1, 3.1, & 4 Occupancy - Capacity to serve < 6 clients	-	377	(377)	-	-	-	-
76	Group R-2.1, 3.1, & 4 Occupancy - Capacity to serve 6 - 25 clients	50	953	(903)	1	50	953	(903)
77	Group R-2.1, 3.1, & 4 Occupancy - Capacity to serve > 26 clients	100	953	(853)	14	1,400	13,345	(11,945)
FIRE CODE OPERATIONAL FEES								
79	Aerosol Products	160	83	77	-	-	-	-
80	Amusement Buildings	-	334	(334)	-	-	-	-
81	Aviation Facilities	160	251	(91)	-	-	-	-
82	Carnivals and Fairs	80	314	(234)	8	640	2,512	(1,872)
83	Cellulose Nitrate Film	160	314	(154)	-	-	-	-
84	Combustible Dust-Producing Operations	160	126	34	-	-	-	-
85	Combustible Fibers	160	188	(28)	-	-	-	-
86	Compressed Gases	160	188	(28)	4	640	754	(114)
87	Covered Mall Buildings	160	417	(257)	-	-	-	-
88	Cryogenic Fluids	160	126	34	-	-	-	-
89	Cutting and Welding	160	196	(36)	-	-	-	-
90	Dry Cleaning Plants	160	126	34	1	160	126	34
91	Exhibits and Trade Shows	-	377	(377)	-	-	-	-
92	Explosives	160	42	118	-	-	-	-
93	Fire Hydrants and Valves	40	208	(168)	-	-	-	-

Cost Recovery Report Table - Fee Related Services Only

FEE NO.	Fee Name	Current Fee / Deposit (\$)	Total Cost Per Unit (\$)	Surplus / (Deficit) per Unit (\$)	Annual Recoverable Volume	Revenue at Current Fee - Annual (\$)	Total Cost - Annual (\$)	Surplus / (Deficit) - Annual (\$)
94	Flammable and Combustible Liquids	160	126	34	13	2,080	1,633	447
95	Floor Finishing	160	314	(154)	-	-	-	-
96	Fruit and Crop Ripening	160	126	34	-	-	-	-
97	Fumigation and Thermal Insecticidal Fogging	-	33	(33)	-	-	-	-
98	Hazardous Materials	160	251	(91)	2	320	502	(182)
99	High-Piled Storage	120	188	(68)	2	240	377	(137)
100	Hot Work Operations	160	63	97	8	1,280	502	778
101	Industrial Ovens	160	208	(48)	-	-	-	-
102	Lumber Yards and Woodworking Plants	160	63	97	-	-	-	-
103	Liquid or Gas-fueled Vehicles	160	63	97	-	-	-	-
104	LP-gas	120	43	77	4	480	171	309
105	Magnesium	160	63	97	-	-	-	-
106	Miscellaneous Combustible Storage	160	42	118	-	-	-	-
107	Open Burning	80	106	(26)	-	-	-	-
108	Open Flames and Torches	80	251	(171)	-	-	-	-
109	Open Flames and Candles	80	126	(46)	1	80	126	(46)
110	Organic Coatings	160	208	(48)	-	-	-	-
111	Places of Assembly	120	188	(68)	42	5,040	7,913	(2,873)
112	Private Fire Hydrants	160	314	(154)	-	-	-	-
113	Pyrotechnic Special Effects Material	160	377	(217)	-	-	-	-
114	Pyroxylin Plastics	160	126	34	-	-	-	-
115	Refrigeration Equipment	120	63	57	3	360	188	172
116	Repair Garages and Motor Fuel-Dispensing Facilities	120	63	57	15	1,800	942	858
117	Rooftop Heliports	160	208	(48)	1	160	208	(48)
118	Spraying or Dipping	160	63	97	3	480	188	292
119	Storage of Scrap Tires and Tire Byproducts	160	314	(154)	1	160	314	(154)
120	Temporary Membrane Structures and Tents	160	209	(49)	10	1,600	2,085	(485)
121	Tire-Rebuilding Plants	160	208	(48)	-	-	-	-
122	Waste Products	160	208	(48)	-	-	-	-
123	Wood Products	160	208	(48)	-	-	-	-
124	Christmas Tree Sales	180	208	(28)	4	720	834	(114)
125	Model Rockets	-	208	(208)	2	-	417	(417)
OTHER ANNUAL OCCUPANCY INSPECTIONS								
127	0 - 10,000 Square Feet	-	314	(314)	-	-	-	-
128	10,000 - 100,000 Square Feet	-	420	(420)	-	-	-	-
129	100,000 + Square Feet	-	1,005	(1,005)	-	-	-	-
130	Re-Inspection (after 1st re-insp)	-	167	(167)	-	-	-	-
GENERAL FEES								
132	CPR Class (per participant)	25	160	(135)	96	2,400	15,330	(12,930)
133	Weed Abatement Annual Inspection / Compliance (per property)	-	89	(89)	-	-	-	-
134	Weed Abatement - Administration of Work Order	160	1,052	(892)	11	1,760	11,574	(9,814)
BUILDING PLAN REVIEW								

Cost Recovery Report Table - Fee Related Services Only

FEE NO.	Fee Name	Current Fee / Deposit (\$)	Total Cost Per Unit (\$)	Surplus / (Deficit) per Unit (\$)	Annual Recoverable Volume	Revenue at Current Fee - Annual (\$)	Total Cost - Annual (\$)	Surplus / (Deficit) - Annual (\$)
136	Building Plan Review - Commerical (New or addition - 0 - 5K Square Feet)	388	960	(572)	6	2,328	5,759	(3,431)
137	Building Plan Review - Commerical (New or addition - 5,001 - 10K Square Feet)	388	1,174	(786)	4	1,552	4,695	(3,143)
138	Building Plan Review - Commerical (New or addition - 10,000 - 20K Square Feet)	388	1,512	(1,124)	5	1,940	7,558	(5,618)
139	Building Plan Review - Commerical (New or addition - Ea. Add 10,000 Square Feet)	-	263	(263)	6	-	1,581	(1,581)
140	Building Plan Review - Commerical (Alteration or Renovation - 0 - 5K Square Feet)	243	520	(277)	89	21,627	46,266	(24,639)
141	Building Plan Review - Commerical (Alteration or Renovation - 5,001 - 10K Square Feet)	243	627	(384)	12	2,916	7,521	(4,605)
142	Building Plan Review - Commerical (Alteration or Renovation - 10,000 - 20K Square Feet)	243	796	(553)	18	4,374	14,323	(9,949)
143	Building Plan Review - Commerical (Alteration or Renovation - Ea. Add 10,000 Square Feet)	-	132	(132)	6	-	790	(790)
144	Building Plan Review - Residential	243	554	(311)	69	16,767	38,242	(21,475)
NF	NON-USER FEE ACTIVITIES	-	1,438,441	(1,438,441)	-	-	-	-
TOTAL - ALL ACTIVITIES						188,826	737,239	(548,413)

COST RECOVERY PERCENTAGE 26%

ATTACHMENT
"B"

Fire Prevention Proposed Fees

5% Fee Increase
 50% Cost Recovery
 100% Cost Recovery

FEE NO.	Fee Name	Current Fee / Deposit (\$)	Total Cost Per Unit (\$)	Proposed Fee (\$)	Proposed Information Technology Surcharge (\$)	Proposed Total (\$)
1 PLANNING & SITE DEVELOPMENT						
2	Pre-application design review (hourly)	97	275	102	5	107
3	Planning and Site Development Review (Minor) - hourly	291	275	275	14	289
4	Planning and Site Development Review (Major) - hourly	0	275	275	14	289
5 PLAN CHECK AND CONSTRUCTION PERMITS						
7	AFES - NFPA 13,13R, Wet, Dry, Pre-action - New (First 20 Heads)	437	652	459	23	482
8	AFES - NFPA 13,13R, Wet, Dry, Pre-action - New or TI (Each Add. 20 heads)	0	120	60	3	63
9	AFES - SFD 13D	291	652	306	15	321
10	Auto Fire-Extinguishing Systems - NFPA 13,13R, & Wet, Dry, Pre-action (Modify Existing System) - (First 20 Heads)	243	515	255	13	268
11	Auto Fire-Extinguishing Systems - Clean agent, commercial cooking, wet & dry chemical, CO2	291	484	306	15	321
14	Fuel Modification Inspection	291	778	306	15	321
15	Battery Systems	291	411	306	15	321
16	Compressed Gases - (Storage, Use, or Handling)	291	504	306	15	321
17	Compressed Gases - (Medical Gas Systems)	291	751	306	15	321
18	Compressed Gases - (Refrigeration Systems)	291	653	306	15	321
19	Cryogenic Fluids	291	504	306	15	321
20	Fire Alarm System - New (First 20 Heads)	485	602	509	25	534
21	Fire Alarm System - New or TI (Ea. Add. 20 Devices)	0	200	100	5	105
23	Tenant Improvement Fire Alarm Plan (First 20 Heads)	291	515	306	15	321
26	Miscellaneous System Plans	291	515	306	15	321
27	Fire Service Underground	291	962	306	15	321
28	Fire Sprinkler Monitoring System	194	515	204	10	214
29	Smoke Control System	291	950	306	15	321
30	Smoke and Heat Vent Systems	291	653	306	15	321
31	Fire Pumps & Related Equipment (New)	291	1,225	613	31	644
32	Fire Pumps & Related Equipment (Modifications or Repairs)	291	653	327	16	343
33	Flammable & Combustible Liquids - (Above/underground storage tanks)	291	515	306	15	321
34	Flammable & Combustible Liquids - (Underground Tank Removal)	291	446	306	15	321
35	Flammable & Combustible Liquids - (Vapor Recovery)	291	446	306	15	321
36	Hazardous Materials - (Process / Storage)	291	653	306	15	321
37	Hazardous Materials - (Chemical Classification Review)	291	801	306	15	321
38	Industrial Ovens	291	653	306	15	321
39	LP-Gas - (New Installation)	291	515	258	13	271
40	LP-Gas - (Modifications or Repair)	291	441	221	11	232
41	Private Fire Hydrant Systems	534	1,099	561	28	589
42	Rural Private Water System	534	1,099	561	28	589
43	Improvement Site Plan	243	554	255	13	268
47	Temporary Water Supply Systems	155	464	163	8	171
48	Spraying or Dipping - (New)	291	602	301	15	316
49	Spraying or Dipping - (Modifications or Repairs)	291	441	221	11	232
50	Standpipe Systems - (New)	291	1,099	550	28	578
51	Standpipe Systems - (Modifications or Repairs)	291	515	258	13	271
52	Temporary Membrane Structures - (Tents & Canopies)	160	515	168	8	176
57	Fire Apparatus Access - Roadway Design	291	509	306	15	321
58	Fire Apparatus Access - Obstructions	49	297	51	3	54
59	Fire Apparatus Access - Temporary Access Roadways	155	441	163	8	171
60	Miscellaneous Construction Permit	0	653	327	16	343
61	Additional Plan Reviews	0	355	178	9	187
62	Plan Reviews with Specialized Consultation (Admin Fee)	194	653	204	10	214
63	Additional Field Inspections	0	377	189	9	198
64	After Hours Inspections/Tests/Plan Review - 2 hour minimum	194	653	653	33	686
65	Alternate Materials and Methods of Construction Review	194	1,307	204	10	214
66	Permit Renewal or Extension (50% original)	50%	50%	50%	0%	50%

Fire Prevention Proposed Fees

5% Fee Increase
 50% Cost Recovery
 100% Cost Recovery

FEE NO.	Fee Name	Current Fee / Deposit (\$)	Total Cost Per Unit (\$)	Proposed Fee (\$)	Proposed Information Technology Surcharge (\$)	Proposed Total (\$)
67	STATE MANDATED / 850 LIC OCCUPANCY INSPECTIONS					
68	Public & Private Schools	0	2,512	0	0	0
70	Hotel, Motel, Lodging House, Apartment House and Dwelling, etc. (<15 Units)	97	480	102	5	107
71	Hotel, Motel, Lodging House, Apartment House and Dwelling, etc. (16 -75 Units)	150	733	158	8	166
72	Hotel, Motel, Lodging House, Apartment House and Dwelling, etc. (>76 Units)	200	1,373	210	11	221
73	Hospitals, Jails, or place of detention	0	1,256	628	31	659
74	Group R-2.1, 3.1, & 4 Occupancy - Pre-inspection Consultation	50	754	53	3	56
75	Group R-2.1, 3.1, & 4 Occupancy - Capacity to serve < 6 clients	50	377	0	0	0
76	Group R-2.1, 3.1, & 4 Occupancy - Capacity to serve 6 - 25 clients	50	953	53	3	56
77	Group R-2.1, 3.1, & 4 Occupancy - Capacity to serve > 26 clients	100	953	105	5	110
78	FIRE CODE OPERATIONAL FEES					
79	Aerosol Products	160	83	83	4	87
80	Amusement Buildings	0	334	167	8	175
81	Aviation Facilities	160	251	168	8	176
82	Carnivals and Fairs	80	314	84	4	88
83	Cellulose Nitrate Film	160	314	168	8	176
84	Combustible Dust-Producing Operations	160	126	126	6	132
85	Combustible Fibers	160	188	168	8	176
86	Compressed Gases	160	188	168	8	176
87	Covered Mall Buildings	160	417	168	8	176
88	Cryogenic Fluids	160	126	126	6	132
89	Cutting and Welding	160	196	168	8	176
90	Dry Cleaning Plants	160	126	126	6	132
91	Exhibits and Trade Shows	0	377	189	9	198
92	Explosives	160	42	42	2	44
93	Fire Hydrants and Valves	40	208	42	2	44
94	Flammable and Combustible Liquids	160	126	126	6	132
95	Floor Finishing	160	314	168	8	176
96	Fruit and Crop Ripening	160	126	126	6	132
97	Fumigation and Thermal Insecticidal Fogging	0	33	17	1	18
98	Hazardous Materials	160	251	168	8	176
99	High-Piled Storage	120	188	126	6	132
100	Hot Work Operations	160	63	63	3	66
101	Industrial Ovens	160	208	168	8	176
102	Lumber Yards and Woodworking Plants	160	63	63	3	66
103	Liquid or Gas-fueled Vehicles	160	63	63	3	66
104	LP-gas	120	43	43	2	45
105	Magnesium	160	63	63	3	66
106	Miscellaneous Combustible Storage	160	42	42	2	44
107	Open Burning	80	106	84	4	88
108	Open Flames and Torches	80	251	84	4	88
109	Open Flames and Candles	80	126	84	4	88
110	Organic Coatings	160	208	168	8	176
111	Places of Assembly	120	188	126	6	132
112	Private Fire Hydrants	160	314	168	8	176
113	Pyrotechnic Special Effects Material	160	377	168	8	176
114	Pyroxylin Plastics	160	126	126	6	132
115	Refrigeration Equipment	120	63	63	3	66
116	Repair Garages and Motor Fuel-Dispensing Facilities	120	63	63	3	66
117	Rooftop Heliports	160	208	168	8	176
118	Spraying or Dipping	160	63	63	3	66
119	Storage of Scrap Tires and Tire Byproducts	160	314	168	8	176
120	Temporary Membrane Structures and Tents	160	208	168	8	176
121	Tire-Rebuilding Plants	160	208	168	8	176

Fire Prevention Proposed Fees

5% Fee Increase
 50% Cost Recovery
 100% Cost Recovery

FEE NO.	Fee Name	Current Fee / Deposit (\$)	Total Cost Per Unit (\$)	Proposed Fee (\$)	Proposed Information Technology Surcharge (\$)	Proposed Total (\$)
122	Waste Products	160	208	168	8	176
123	Wood Products	160	208	168	8	176
124	Christmas Tree Sales	180	208	189	9	198
125	Model Rockets	0	208	104	5	109
OTHER ANNUAL OCCUPANCY INSPECTIONS						
126						
127	0 - 10,000 Square Feet	0	314	0	0	0
128	10,000 - 100,000 Square Feet	0	419	0	0	0
129	100,000 + Square Feet	0	1,005	0	0	0
130	Re-Inspection (after 1st re-insp)	0	167	0	0	0
GENERAL FEES						
131						
132	CPR Class (per participant)	25	160	25	0	25
133	Weed Abatement Annual Inspection / Compliance (per property)	0	89	0	0	0
134	Weed Abatement - Administration of Work Order	160	1,052	1,052	53	1,105
BUILDING PLAN REVIEW						
135						
136	Building Plan Review - Commerical (New or addition - 0 - 5K Square Feet)	388	960	480	24	504
137	Building Plan Review - Commerical (New or addition - 5,001 - 10K Square Feet)	388	1,173	587	29	616
138	Building Plan Review - Commerical (New or addition - 10,000 - 20K Square Feet)	388	1,511	756	38	794
139	Building Plan Review - Commerical (New or addition - Ea. Add 10,000 Square Feet)	0	263	132	7	139
140	Building Plan Review - Commerical (Alteration or Renovation - 0 - 5K Square Feet)	243	520	260	13	273
141	Building Plan Review - Commerical (Alteration or Renovation - 5,001 - 10K Square Feet)	243	627	314	16	330
142	Building Plan Review - Commerical (Alteration or Renovation - 10,000 - 20K Square Feet)	243	795	398	20	418
143	Building Plan Review - Commerical (Alteration or Renovation - Ea. Add 10,000 Square Feet)	0	132	66	3	69
144	Building Plan Review - Residential	243	554	255	13	268

ATTACHMENT
"C"

Plan Review Address	Type	Result	Reviewer	Proposed	
				Current Fee	Fee
10/1/2010					
3380 Blackhawk Plaza Cir. Bldg. H Corridor & Restrooms	Tenant Improvement	Approved	IH	243	273
3380 Blackhawk Plaza Cir. Bldg. H #200	Tenant Improvement	Approved	IH	243	273
3380 Blackhawk Plaza Cir. Bldg. H #205	Tenant Improvement	Approved	IH	243	273
3380 Blackhawk Plaza Cir. Bldg. H #215	Tenant Improvement	Approved	IH	243	273
156 Diablo Rd. #210	Sprinkler TI	Required	IH	243	268
156 Diablo Rd. #210	Sprinkler TI	Approved	IH	243	268
156 Diablo Rd. #220	Sprinkler TI	Required	IH	243	268
156 Diablo Rd. #220	Sprinkler TI	Approved	IH	243	268
760 Camino Ramon #150	Sprinkler TI	Approved	IH	243	268
156 Diablo Rd. #210	Tenant Improvement	Approved	IH	243	273
156 Diablo Rd. #220	Tenant Improvement	Approved	IH	243	273
Week of 10/4/2010-10/8/2010					
225 Alamo Plaza Suite B	Hood & Duct	Approved	IH	291	321
333 Del Amigo Rd.	As Builts	Approved	NK	0	0
6001 Bollinger Canyon Rd. Bldg. T	TI Group B Offices	Approved	IH	49	273
1333 Laverock Ln.	Residential Sprinkler	Approved	IH	291	321
500 Oakshire Pl.	R-3 Occupancy	Approved	IH	243	268
6001 Bollinger Canyon Rd. Bldg. K	Alarm TI	Approved	IH	291	273
2600 Camino Ramon	Tenant Improvement	Approved	IH	243	273
11030 Bollinger Canyon Rd.	Tenant Improvement	Approved	IH	243	273
4484 Deer Ridge Rd.	R-3 Occupancy	Approved	IH	243	268
940 Eagle Ridge Dr.	R-3 Occupancy	Approved	IH	243	268
4150 Tassajara	Sprinkler Underground	Approved	IH	291	321
2633 Camino Ramon #525	TI Group B Offices	Approved	IH	49	418
2633 Camino Ramon #525	Fire Alarm TI	Approved	IH	291	1485
2633 Camino Ramon #525	Sprinkler TI	Approved	IH	243	662
115 Ryan Industrial Ct.	Tenant Improvement	Approved	IH	243	273
2100 Mt. Diablo Scenic Blvd.	Fire Alarm System	Approved	IH	291	321
3150 Fostoria Way	Hood & Duct	Approved	IH	291	321

Plan Review Address	Type	Result	Reviewer	Current Fee	Proposed Fee
Week of 9/1/2010-9/3/2010					
671 Sycamore Valley Rd.	Sprinkler TI	Approved	IH	243	646
2610 Bishop Dr.	Refrigeration Equipment	Approved	IH	291	321
7191 Johnston Rd.	R-3 Occupancy	Resubmittal Required	IH	243	268
164 Timberline Ct.	Photovoltaic System	Approved	IH	291	321
8998 Alcosta Blvd.	Motor Vehicle Fuel Dispensing Facilities	Resubmittal Required	IH	291	321
1990 SRV Blvd.	Motor Vehicle Fuel Dispensing Facilities	Approved	IH	291	321
450 Diablo Rd.	Tenant Improvement	Approved	IH	243	268
Week of 9/6/2010-9/10/2010					
Ivy Hill Way	Improvement Plan Commercial	Approved	IH	243	268
13315 Morgan Territory Rd.	R-3 Occupancy	Resubmittal Required	IH	243	268
1308 Still Creek Pl.	Photovoltaic System	Approved	DS	291	321
3494 Black Plaza Cir. D2	Tenant Improvement	Approved	IH	243	268
2733 Danville Blvd.	Sprinkler Residential	Approved	IH	291	321
28 Campo Pelota	R-3 Occupancy	Resubmittal Required	IH	243	268
2010 Crow Canyon Pl.	Tenant Improvement	Approved	IH	243	268
3400 Crow Canyon Rd.	Tenant Improvement	Approved	IH	243	268
8998 Alcosta Blvd.	Motor Vehicle Fuel Dispensing Facilities	Approved	IH	291	321
Week of 9/13/2010-9/17/2010					
21001 SRV Blvd.	Tenant Improvement	Approved	JB	243	273
817 Turini Dr.	Photovoltaic System	Approved	DS	291	321
2449 Camino de Jugar	Photovoltaic System	Approved	IH	291	321
601 SRV Blvd.	Alarm TI	Approved	IH	291	321
661 SRV Blvd.	Alarm TI	Approved	IH	291	321
589 SRV Blvd.	Alarm TI	Approved	IH	291	321

2411 Old Crow Canyon Rd. Suite N	Tenant Improvement	Resubmittal Required	IH	243	273
2481 Deerwood Dr.	TI Group B Offices	TIBO20103974	Approved	IH	49 273
2481 Deerwood Dr.	TI Group B Offices	TIBO20103975	Approved	IH	49 273
1335 Laverock Ln.	Sprinkler Residential	Resubmittal Required	IH	291	268
6001 Bollinger Canyon Rd. Bldg. T	TI Group B Offices	TIBO20103976	Approved	IH	49 273
6001 Bollinger Canyon Rd. Bldg. T	TI Group B Offices	TIBO20103977	Approved	IH	49 273
1655 Diablo Vista	R-3 Occupancy	Approved	IH	243	268
Week of 9/20/2010-9/24/2010					
7900 Carneal Rd.	Land Use Permit	Approved	DS	0	289
54 Vista	Photovoltaic	Approved	DV	291	321
6111 Bollinger Canyon Rd.	Sprinkler TI	Resubmittal Required	IH	243	520
6111 Bollinger Canyon Rd.	Alarm TI	Resubmittal Required	IH	291	426
6111 Bollinger Canyon Rd.	TI Group B Offices	Approved	IH	49	268
241 Oak Rd.	R-3 Occupancy	Resubmittal Required	IH	243	268
2411 Old Crow Canyon Rd. Suite F,G	Planning Application	Approved	DS	0	289
2411 Old Crow Canyon Rd. Suite F,G	Tenant Improvement	Resubmittal Required	IH	243	273
500 Oakshire Pl.	R-3 Occupancy	Resubmittal Required	IH	243	268
2460 Old Crow Canyon Rd.	Land Use Permit	Approved	DS	0	289
12901 Alcosta Blvd. Suite 2-D	Misc. Planning App.	Approved	DS	0	289
5959 Camino Tassajara	Development Plan	Approved	IH	0	289
Week of 9/27/2010-9/30/2010					
6111 Bollinger Canyon Rd.	Alarm TI	Approved	RE	291	321
6111 Bollinger Canyon Rd.	Sprinkler TI	Approved	RE	243	268
13315 Morgan Territory Rd.	R-3 Occupancy	Approved	IH	243	268
600 San Ramon Valley Blvd.	TI Group B Offices	Approved	IH	49	268
12677 Alcosta Blvd. #200	Sprinkler TI	Approved	IH	243	268
32 Beta Ct. Suite A	Land Use Permit	Approved	DS	0	289
3400 Crow Canyon Rd.	Tenant Improvement	Approved	NK	243	273
2527 Camino Ramon	Special Extinguishing System	Approved	IH	291	321

325 Rugherford Dr.	Photovoltaic System	Approved	JB	291	321
730 Camino Ramon #196	Tenant Improvement	Approved	IH	243	273
155 Linda Mesa Ave. W	Planning Application	Approved	IH	0	289
1621 Lawrence Rd.	Development Plan	Approved	IH	0	289

ATTACHMENT
"D"

20709 San Ramon Valley Blvd.	Commercial Sprinkler-As Built	Approved	IH	0	0
20503 San Ramon Valley Blvd.	Commercial Sprinkler-As Built	Approved	IH	0	0
5621 Highland	Misc. Planning App.	Approved	IH	0	289
411 Hartz Ave.	Development Plan	Approved	IH	0	289
20 Barrons Pl.	Photovoltaic	Resubmittal Required	DV	0	0

Week of 10/11/2010-10/15/2010

499 San Ramon Valley Blvd.	TI	Approved	IH	243	273
600 Hartz Ave.	TI	Approved	RE	243	273
135 St jean Ct.	R-3 Occupancy	Approved	RE	243	268
600 Hartz Ave.	Sprinkler TI	Approved	RE	243	268
2941 Calais Dr.	Photovoltaic	Approved	NK	0	0

Week of 10/18/2010-10/22/2010

150 Alamo Plaza Suite D	Tenant Improvement	Approved	JB	243	268
15 Trish Ct.	Photovoltaic	Approved	JB	0	0
1033 Sunhaven Rd.	Photovoltaic	Approved	JB	0	0
600 San Ramon Valley Blvd. #200	TI Group B Offices	Approved	JB	49	268
783 Diablo Rd.	R-3 Occupancy	Approved	RE	243	268
6001 Bollinger Canyon Rd. Bldg. T	Sprinkler TI	Approved	RE	243	331
355 Barrett Cir.	Photovoltaic	Approved	DS	0	289
2131-2191 San Ramon Valley Blvd.	Planning Application	N/A	N/A	0	289
2455 San Ramon Valley Blvd.	Planning Application	N/A	N/A	0	289
2558 San Ramon Valley Blvd.	Planning Application	N/A	N/A	0	289
39 Beta Ct.	Underground Fuel Tank Removal	Approved	DS	291	321
6001 Bollinger Canyon Rd. Bldg. T	Sprinkler TI	Approved	RE	243	394
3401 Crow Canyon Rd.	Sprinkler TI	Approved	RE	243	394
144 La Sonoma Way	R-3 Occupancy	Approved	RE	243	268
3150 Fostoria Way	Sprinkler TI	Approved	RE	243	268

Week of 10/25/2010-10/29/2010

3150 Fostoria Way NCTI20104051	Tenant Improvement	Approved	RE	243	273
Norris Canyon Estates-Montclair Plan	R-3 Occupancy	Approved	IH	243	268
Norris Canyon Estates-Piedmont Plan	R-3 Occupancy	Approved	IH	243	268
28 Campo Pelota	R-3 Occupancy	Approved	IH	243	268
1241 Laverock Ln.	Land Use Permit	Approved	JB	0	289

1625 Campesino Ct.	Misc. Planning App	Approved	JB	0	289
11 Gary Way	Development Plan	Approved	JB	0	289
3150 Fostoria Way NCTI20104061	Tenant Improvement	Approved	RE	243	273
310 Sycamore Valley Rd.	Tenant Improvement	Approved	RE	243	273
		Resubmittal			
326 Kami Ct.	Photovoltaic	Required	DV	0	0
7892 Kennard Ln.	Photovoltaic	Required	DV	0	0

Fee Comparison of Local Fire Agencies - 14 City's and the Unincorporated County Area

	SRVFPD Proposed Fee	Contra Costa County Adptd -2010	Moraga/Orinda Fire Dept Adptd. -2004	Dublin- Alameda County Fire (Contract City) Adptd - 2008	Livermore-Pleasanton Fire Department- 2008
Building Plan Review of 25,000 sq ft	\$888	\$2255 { \$645 (inc 2000 sq ft) + .07 sq ft }	\$2161 (\$411 + .7 sq ft)	\$400 (\$250 up to 5000 sq ft, \$400 5000 sq ft-45000 sq ft)	\$360
Fire Sprinkler System-Overhead of 25,000 sq ft (500 Heads)	\$1899 (\$459 + \$60 ea add. 20 heads)	\$1110 (\$860 + .50 per head)	\$1750 (\$411 + .50 per device)	\$740 (\$490 + .50 per head)	\$1850 (351-500 Devices)
Planning Apps	\$289	\$322 /\$645	\$137 per hour	\$100 per hour	Not Applicable
Hazard Abatement	\$1052	Not Available	50% of the cost of abatement	Not available	Not Applicable

* Contra Costa County Fire serves the following areas; ANTIUCH, CONCORD, PLEASANT HILL, SAN PABLO,
WALNUT CREEK, PITTSBURG, LAFAYETTE, CLAYTON

CORRESPONDENCE



Certificate of Participation

Presented to

San Ramon Valley Fire Protection District

as a registered participant for the

2010 Great California ShakeOut

October 21, 2010

Matt Bettenhausen
Secretary
California Emergency Management Agency

Mark Benthien
Executive Director
Earthquake Country Alliance / SCEC



Earthquake Country Alliance
We're all in this together.



**SACRAMENTO LOCAL 522
HONOR GUARD**

3720 Folsom Blvd., Suite A
Sacramento, CA 95816

October 15, 2010

Dear Chief Richard Price:

The Sacramento Metropolitan Fire District recently suffered a loss of a fellow brother, Firefighter James Saunders. The 522 Honor Guard was tasked with coordinating Honor Guard functions for the hospital vigil as well as the funeral duties.

The San Ramon Valley Fire Protection District Honor Guard answered our call and assisted us with any and everything we asked for at a moment's notice. We would like to thank the San Ramon Valley Fire Protection District and your Honor Guard team for their help and support.

The 522 Honor Guard is ready to help you and your department at a moment's notice, too. We look forward to continuing great relations with your fire district.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Mayer", with a long, sweeping flourish extending to the right.

Stephen Mayer
522 Honor Guard



Chief Richard Price
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, California 94583

October 28, 2010

Training For Safety, Incorporated

A California Nonprofit Public-Benefit
Corporation
801 Mahler Road, Suite 205
Burlingame, CA 94010-1611
Tel: 650-692-0437
Fax: 650-692-6360
www.TrainingForSafety.com

Board of Directors

Don Bellack
Carole de Gery
Joseph Doherty, MS, BVE
Judy Giradi-Chapman, A&D
Barry Lewis
The Rev. Hailey McKeefry-Delmas
James O'Neil, ENP
Dr. David Stewart, DC
Daniel D. White

Chief Richard Price,

Training For Safety, Inc would like to thank you and Sonia Martyn and the personnel at the San Ramon Valley Fire Protection District for helping to make the Managing Cumulative and Critical Incident Stress course and Basic CISM course, your agency hosted October 19, 20 & 21, 2010 such a success.

Basic Critical and Incident Stress Management and Managing Cumulative and Critical Incident Stress are fairly unfamiliar concepts for many agencies that are not aware of how beneficial and powerful such training is for First Responders. Therefore, not surprisingly, initially some students reluctantly attended the course, mainly to get their required Continuing Professional Training hours. However, the last day of each class, the testimonials of the students reflected the consensus they had learned valuable information and their eyes had been opened to issues they had not realized affected them so profoundly. The students expressed a sincere and heartfelt gratitude for the training. They stated they and their agencies will continue to benefit from what they have learned and will encourage others to come to these courses and similar courses offered by Training For Safety.

One student expressed the sentiments of all who attended when he said, *"The seminar was phenomenal. It is through the hard work of people in our department who care, that things like this are offered to our staff. Through the years, First Responders have found all kinds of ways to cope with loss, unfortunately, few of them are positive or helpful.*

Our hope is that we will be able to take the tools you provided us and use them to help make our staff healthier, mentally, spiritually and physically. This can only help the people of our agencies."

Jim Hoekenga contacted Training For Safety months ago to request we come to San Ramon to offer our Critical Incident Stress Management course because he realized the importance of this kind of training and believed it would be valuable for your department. Sonia Martyn graciously took up the cause and acted as liaison helping Training For Safety set up the class and recruit students. By hosting the class, San Ramon Valley Fire District received diverse training - tuition free. Eight of your agency's personnel who attended the training received complimentary spaces for a savings of \$1,425.00. The class was well attended mostly due to Sonia's networking efforts. She went out of her way to make the instructors and students feel comfortable, even giving the instructors use of her office so they could work with a student privately. Sonia is truly dedicated to bringing valuable training to San Ramon. She was instrumental in making it all come together and is a credit to your agency.

We would also like to thank Jim Hoekenga, David Stevens, Jeremy Mann, Denise Pangelinan, Dick Sanner, Mike Picard, Nick Vleisides and Derek Krause who attended the courses and were an admirable representation of your agency. Their input and insight was invaluable.

We appreciate the efforts and assistance of your personnel and look forward to working with your agency in the future.

Sincerely yours,

A handwritten signature in cursive script that reads "Carole de Gery".
Carole de Gery

Vice-President, Instructional Delivery

OPERATIONS

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
Fax: 925-838-6629
www.firedepartment.org

1500 Bollinger Canyon Road
San Ramon, California 94583

Fire Prevention
Phone: 925-838-6680
Fax: 925-838-6696

MEMORANDUM

Date: November 18, 2010
To: Board of Directors
From: Bryan Collins – Assistant Chief, Operations
Subject: Monthly Activity Report

Attached is the Operations report for the month of October, 2010.

Standards of Cover Policy Compliance Report

October 1, 2010 - October 31, 2010

SOC Goal 1, 5, 6				SOC Goal 2, 5, 6				SOC Goal 3, 5, 6			
Urban (Count = 234)				Suburban (Count = 103)				Rural (Count = 8)			
Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D
07:00	7:49	7:38	94%	08:00	8:33	8:31	95%	15:00	12:41	16:11	99%
	91%				94%				100%		

First Unit Response

SOC Goal 4																	
Urban (Count = 2)						Suburban (Count = 1)						Rural (Count = 0)					
Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D						
11:00	13:42	13:42	57%	12:00	18:29	28:42	0%	21:00	00:00	00:00	0%						
	0%				0%				0%								

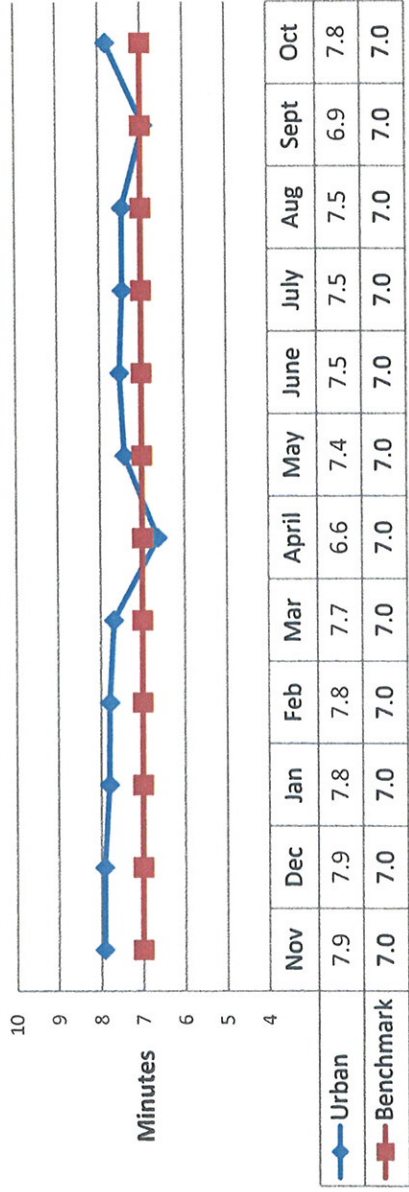
ERF Fire Response

SOC Goal 8																	
Urban (Count = 62)						Suburban (Count = 26)						Rural (Count = 4)					
Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D						
9:00	10:41	10:33	89%	10:00	11:16	12:13	85%	21:00	15:09	14:26	100%						
	89%				83%				100%								

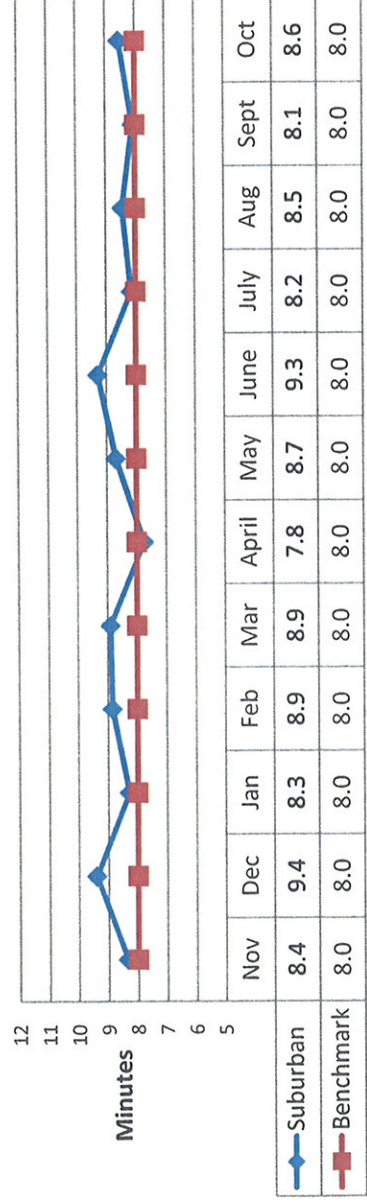
ERF Medical Response

SOC Goal 7					
Call Processing Time			Turnout Time		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
01:00	:43	1:00	02:00	2:37	2:42
	100%	100%		80%	78%

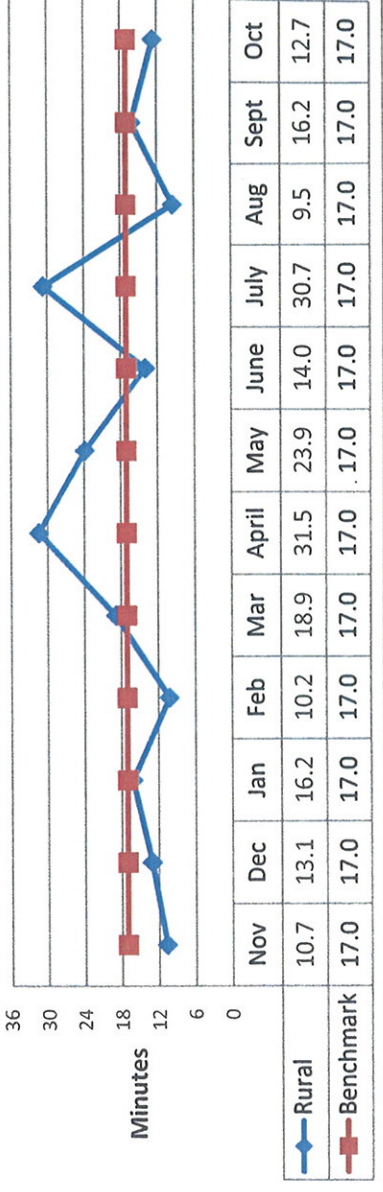
First Unit Response Urban



Suburban

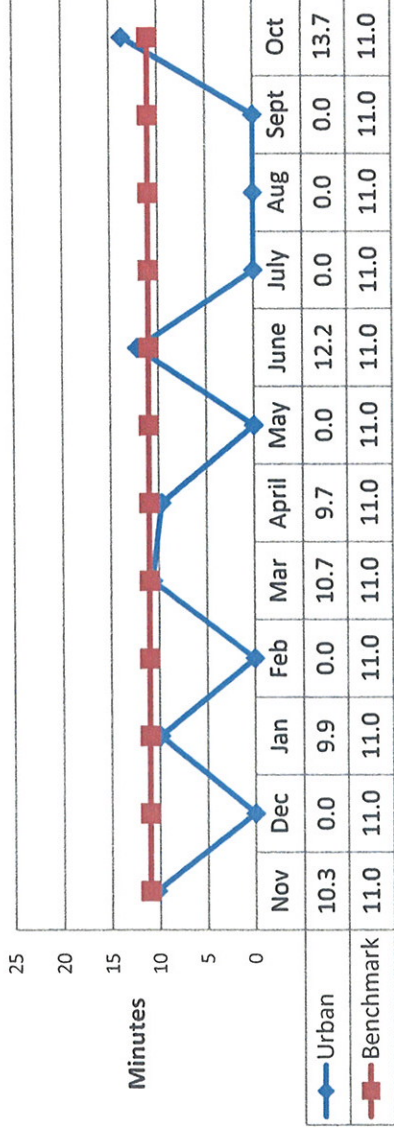


Rural



ERF Fire Response

Urban



Goal 1

Distribution of Fire Stations for Built-up Urban Areas of Greater than 2,000 People per Square Mile

To treat and transport medical patients and control small fires, the first-due unit should arrive within 7 minutes total response time, 90 percent of the time from the receipt of the call in fire dispatch. Total response time equates to 1 minute dispatch time, 2 minute crew turnout time and 4 minutes travel time spacing for single units.

Goal 2

Distribution of Fire Stations for Suburban Areas of 1,000 to 2,000 People per Square Mile

The first-due fire unit should arrive within 8 minutes total response time, 90 percent of the time.

Goal 3

Distribution of Fire Stations for Rural Areas of Less than 1,000 People per Square Mile

The first-due fire unit should arrive within 17 minutes total response time, 90 percent of the time.

Goal 4

Effective Response Force (First Alarm) for Urban Areas of Greater than 2,000 People per Square Mile

To confine fires near the room of origin, to stop wildfires less than 5 acres in size when noticed promptly, and to treat up to 5 medical patients at once, a multiple-unit response of at least 18 personnel should arrive within 11 minutes total response time from the time of 911 call receipt, 90 percent of the time. This equates to 1 minute dispatch time, 2 minutes crew turnout time and 8 minutes travel time spacing for multiple units. Suburban areas should receive the full first alarm within 12 minutes total response time, 90 percent of the time with the goal to limit the fire spread to the area already involved upon the arrival of the effective response force. For rural areas, this should be 21 minutes, 90 percent of the time. Outcome goals in these areas would be to confine fires to the building of origin, to care for medical patients upon arrival, and to initiate operations on serious wildland fires.

Goal 5

Hazardous Materials Response

Respond to hazardous materials emergencies with enough trained personnel to protect the community from the hazards associated with the release of hazardous and toxic materials. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California OSHA First Responder Operations (FRO) level. After size-up and scene evaluation is complete a determination will be made whether to request the on-duty District Hazardous Materials Team and/or other appropriate resources.

Goal 6

Technical Rescue

Respond to technical rescue emergencies with enough trained personnel to facilitate a successful rescue. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California Rescue System 1 (RS1) level. After size-up and scene evaluation is complete a determination will be made whether to request the on-duty District Rescue Team and/or other appropriate resources.

Goal 7

Call processing and turnout times

A concentrated focus will be placed on systems, training and feedback measures to crews to lower dispatch and turnout time reflex measures to national best practices of 1 minute for dispatch and 2 minutes for fire crew turnout, 90 percent of the time.

Goal 8

Effective Response Force for Advanced Life Support (ALS) Medical Emergencies

To treat medical patients requiring advanced procedures and skills (defined as Charlie, Delta or Echo), a two-unit response consisting of one paramedic-staffed ambulance and one additional paramedic-staffed unit for a response force of at least five personnel should arrive within 6 minutes travel time in urban areas and 7 minutes travel time in suburban areas, 90 percent of the time. For rural areas, excluding Mt. Diablo State Park, personnel should arrive within 18 minutes travel time 90 percent of the time.

SUPPORT SERVICES

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
Fax: 925-838-6629
www.firedepartment.org

1500 Bollinger Canyon Road
San Ramon, California 94583

Fire Prevention
Phone: 925-838-6680
Fax: 925-838-6696

MEMORANDUM

Date: November 18, 2010
To: Board of Directors
From: Steven J. Hart – Assistant Chief, Support Services
Subject: Monthly Activity Report

Attached is the Support Services report for the month of October, 2010.

<p style="text-align: center;">Support Services October, 2010</p>

Facilities

1. Station 36 Annex: Nearing substantial completion, "Punch list" items remaining.
2. Station 32: Environmental review in progress, scheduled to be complete March 2011.

Fleet

1. Annual Engine / Truck services in progress.
2. Attended certification class on Apparatus Weight Limits.
3. Began annual pump testing at Pleasanton Training Center.

Communication Center

1. The Communication Center personnel assisted Intergraph with an onsite CAD Reassessment process in preparation for the CAD upgrade.
2. Continued preparation for EMD Re-Accreditation.
3. Communication volunteers dispatched for the LPGA.
4. CS131 on display at the Pacificon Convention.

Information & Technology

1. Intergraph CAD 9.1.0 interface software installed and configured on servers.
2. Participated in Intergraph CAD 9.1.0 Reassessment.
3. Participated in Intergraph Mobile Configuration Workshop.
4. Installed and configured Crystal Reports automated reporting software.

Current Projects

1. Coordinated bids for various budgeted projects.
2. Working through Fiscal Year 10/11 budgeted projects.
3. Quarterly maintenance on Station generators.
4. Clean-up at #37 (trim sycamores, sprinkler system repair).
5. Station #34 Kitchen Repair Contract out for signature.

**FIRE PREVENTION
DIVISION**

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
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1500 Bollinger Canyon Road
San Ramon, California 94583

Fire Prevention
Phone: 925-838-6680
Fax: 925-838-6696

MEMORANDUM

Date: November 18, 2010
To: Board of Directors
From: Christina Jamison – Fire Marshal
Subject: Monthly Activity Report

Attached are the Fire Prevention Division reports for the month of October, 2010.

Fire Prevention Summary of Monthly Activities

October 2010

What Went Well

CERT Members Receive Awards

Wayne Goetz (Blackhawk CERT Leader) was named the 2010 Blackhawk Outstanding Citizen and Humanitarian at the Blackhawk HOA annual meeting. The honor was bestowed on Goetz in recognition of his leadership in emergency preparedness. In addition, Col. Mark Armstrong received the International Emergency Managers Association Military Uniformed Services Member of the Year award. Mark Armstrong is a CERT member and very involved in helping our program be a success.

California Training Institute, Education Week

Staff members; Jamison, Wendel, Bartusch, Evitt, Castro and Hardage attended various fire and building code classes in San Ramon. All staff members were responsible for moderating each class they attended and attended free of charge which resulted in a cost savings of over \$1500 and approximately 100 hours of training.

International Code Council, Nominating Committee

FM Jamison was appointed by the president of ICC to the 2010 Nominating Committee and participated with 5 other members selected from across the country to interview and provide recommendation to the ICC membership for the election of the Board of Directors.

Fire Prevention Monthly Activities

The "Hug-a-Firefighter" program was presented by engine company personnel to 46 preschool facilities that included 2,387 students.

The 2010 Fire Prevention Coloring Contest was held in partnership with the School District and San Ramon and Danville Patch. Contestant winners are as follows; K- Aidan Tationghari, Hidden Hills Elementary; 1st- Alex Power, St. Isidore; 2nd-Andrew Leong, Coyote Creek Elementary; 3rd Chinmayi Mutyalo, Montevideo Elementary; 4th-Florence Labrador, Montair Elementary; 5th-Saloni Dhaktode, Quail Run Elementary. Copies of winning drawings are available to view at the District website www.firedepartment.org

Press Releases

Press releases available at the District website www.firedepartment.org

Potential Issues

None at this time.

Fire Prevention Summary of Monthly Activities

October 2010

Committee Meetings and Training Attended

- Evitt, Stevens- SRVFPD Safety Committee
- Castro-Nor Cal FPO Public Education Committee
- Bartusch-Wellness Fitness Program Committee
- Hardage, Nor Cal FPO Fire Code Committee
- Hardage, National Fire Academy
- Stevens, CSFT Management 2A
- Wendel, CSFT Fire Prevention 2B

Upcoming Public Education Classes and Events Scheduled

Danville Tree Lighting	Danville, Diablo Road/Hartz Ave	November 26
Alamo Tree Lighting	Alamo	December 5
CERT Class #33	Administrative Building	January 20-February 24 (weekly)
CERT Class #34	Administrative Building	February 5 and February 12 (Saturday's)

Plan Reviews Completed

See below for a list of plan reviews completed in October.

Plan Review Address	Type	Result	Reviewer
10/1/2010			
3380 Blackhawk Plaza Cir. Bldg. H Corridor & Restrooms	Tenant Improvement	Approved	IH
3380 Blackhawk Plaza Cir. Bldg. H #200	Tenant Improvement	Approved	IH
3380 Blackhawk Plaza Cir. Bldg. H #205	Tenant Improvement	Approved	IH
3380 Blackhawk Plaza Cir. Bldg. H #215	Tenant Improvement	Approved Resubmittal	IH
156 Diablo Rd. #210	Sprinkler TI	Required	IH
156 Diablo Rd. #210	Sprinkler TI	Approved Resubmittal	IH
156 Diablo Rd. #220	Sprinkler TI	Required	IH
156 Diablo Rd. #220	Sprinkler TI	Approved	IH
760 Camino Ramon #150	Sprinkler TI	Approved	IH
156 Diablo Rd. #210	Tenant Improvement	Approved	IH
156 Diablo Rd. #220	Tenant Improvement	Approved	IH
Week of 10/4/2010-10/8/2010			
225 Alamo Plaza Suite B	Hood & Duct	Approved	IH
333 Del Amigo Rd.	As Builts	Approved	NK
6001 Bollinger Canyon Rd. Bldg. T	TI Group B Offices	Approved	IH
1333 Laverock Ln.	Residential Sprinkler	Approved	IH
500 Oakshire Pl.	R-3 Occupancy	Approved	IH
6001 Bollinger Canyon Rd. Bldg. K	Alarm TI	Approved	IH
2600 Camino Ramon	Tenant Improvement	Approved	IH
11030 Bollinger Canyon Rd.	Tenant Improvement	Approved	IH
4484 Deer Ridge Rd.	R-3 Occupancy	Approved	IH
940 Eagle Ridge Dr.	R-3 Occupancy Sprinkler	Approved	IH
4150 Tassajara	Underground	Approved	IH
2633 Camino Ramon #525	TI Group B Offices	Approved	IH
2633 Camino Ramon #525	Fire Alarm TI	Approved	IH
2633 Camino Ramon #525	Sprinkler TI	Approved	IH
115 Ryan Industrial Ct.	Tenant Improvement	Approved	IH
2100 Mt. Diablo Scenic Blvd.	Fire Alarm System	Approved	IH
3150 Fostoria Way	Hood & Duct	Approved	IH

20709 San Ramon Valley Blvd.	Commercial Sprinkler	Approved	IH
20503 San Ramon Valley Blvd.	Commercial Sprinkler	Approved	IH
5621 Highland	Misc. Planning App.	Approved	IH
411 Hartz Ave.	Development Plan	Approved	IH
20 Barrons Pl.	Photovoltaic	Resubmittal Required	DV

Week of 10/11/2010-10/15/2010

499 San Ramon Valley Blvd.	TI	Approved	IH
600 Hartz Ave.	TI	Approved	RE
135 St jean Ct.	R-3 Occupancy	Approved	RE
600 Hartz Ave.	Sprinkler TI	Approved	RE
2941 Calais Dr.	Photovoltaic	Approved	NK

Week of 10/18/2010-10/22/2010

150 Alamo Plaza Suite D	Tenant Improvement	Approved	JB
15 Trish Ct.	Photovoltaic	Approved	JB
1033 Sunhaven Rd.	Photovoltaic	Approved	JB
600 San Ramon Valley Blvd. #200	TI Group B Offices	Approved	JB
783 Diablo Rd.	R-3 Occupancy	Approved	RE
6001 Bollinger Canyon Rd. Bldg. T	Sprinkler TI	Approved	RE
355 Barrett Cir.	Photovoltaic	Approved	DS
2131-2191 San Ramon Valley Blvd.	Planning Application	N/A	N/A
2455 San Ramon Valley Blvd.	Planning Application	N/A	N/A
2558 San Ramon Valley Blvd.	Planning Application	N/A	N/A
39 Beta Ct.	Underground Fuel Tank Removal	Approved	DS
6001 Bollinger Canyon Rd. Bldg. T	Sprinkler TI	Approved	RE
3401 Crow Canyon Rd.	Sprinkler TI	Approved	RE
144 La Sonoma Way	R-3 Occupancy	Approved	RE
3150 Fostoria Way	Sprinkler TI	Approved	RE

Week of 10/25/2010-10/29/2010

3150 Fostoria Way NCTI20104051	Tenant Improvement	Approved	RE
Norris Canyon Estates-Montclair Plan	R-3 Occupancy	Approved	IH
Norris Canyon Estates-Piedmont Plan	R-3 Occupancy	Approved	IH
28 Campo Pelota	R-3 Occupancy	Approved	IH
1241 Laverock Ln.	Land Use Permit	Approved	JB

1625 Campesino Ct.	Misc. Planning App	Approved	JB
11 Gary Way	Development Plan	Approved	JB
3150 Fostoria Way NCTI20104061	Tenant Improvement	Approved	RE
310 Sycamore Valley Rd.	Tenant Improvement	Approved	RE
		Resubmittal	
326 Kami Ct.	Photovoltaic	Required	DV
		Resubmittal	
7892 Kennard Ln.	Photovoltaic	Required	DV
110 Arianna Ln.	Alarm TI	Approved	IH
2 Tamalark Ln.	Residential Sprinkler	Approved	RE
2475 Ssan Ramon Valley Blvd. #3	Tenant Improvement	Approved	DS
2272 Camino Ramon 3200	Planning Application	Approved	DS
21001 San Ramon Valley Blvd. #D4	Planning Application	Approved	DS

ADMINISTRATIVE SERVICES

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
Fax: 925-838-6629
www.firedepartment.org

1500 Bollinger Canyon Road
San Ramon, California 94583

Fire Prevention
Phone: 925-838-6680
Fax: 925-838-6696

MEMORANDUM

Date: November 18, 2010
To: Board of Directors
From: Bob Leete – Administrative Services Director
Subject: Monthly Activity Report

Attached are the Administrative Services Department reports for the month of October, 2010.

Administrative Services Department
October, 2010

Finance:

Financials

- Balance Sheet (October 31, 2010)
- Revenue/Expense History
- Statement of Expenditures
- Revenues: Budget v Actual
- Expenses: Budget v Actual
- General Fund Expenditures
- General Fund Revenues
- Capital & Equipment/Vehicle Fund
- Total Overtime
- Staffing/Overtime Analysis

Meetings/Activities:

Finance:

- Issued Request for Proposal for Copy Machine and held pre-bid conference
- Met with Bank of the West re: bank transition plan
- Completed annual State Controller's Report of Financial Transactions
- Met with auditors re: Information Technology recommendations
- Attended Local Agency Investment Fund Annual Conference in Sacramento
- Met with Director re: inventory control project
- Met with Station 33 Captains re: inventory control project
- Met with household supply vendor
- Attended web demonstration for inventory software

Human Resources:

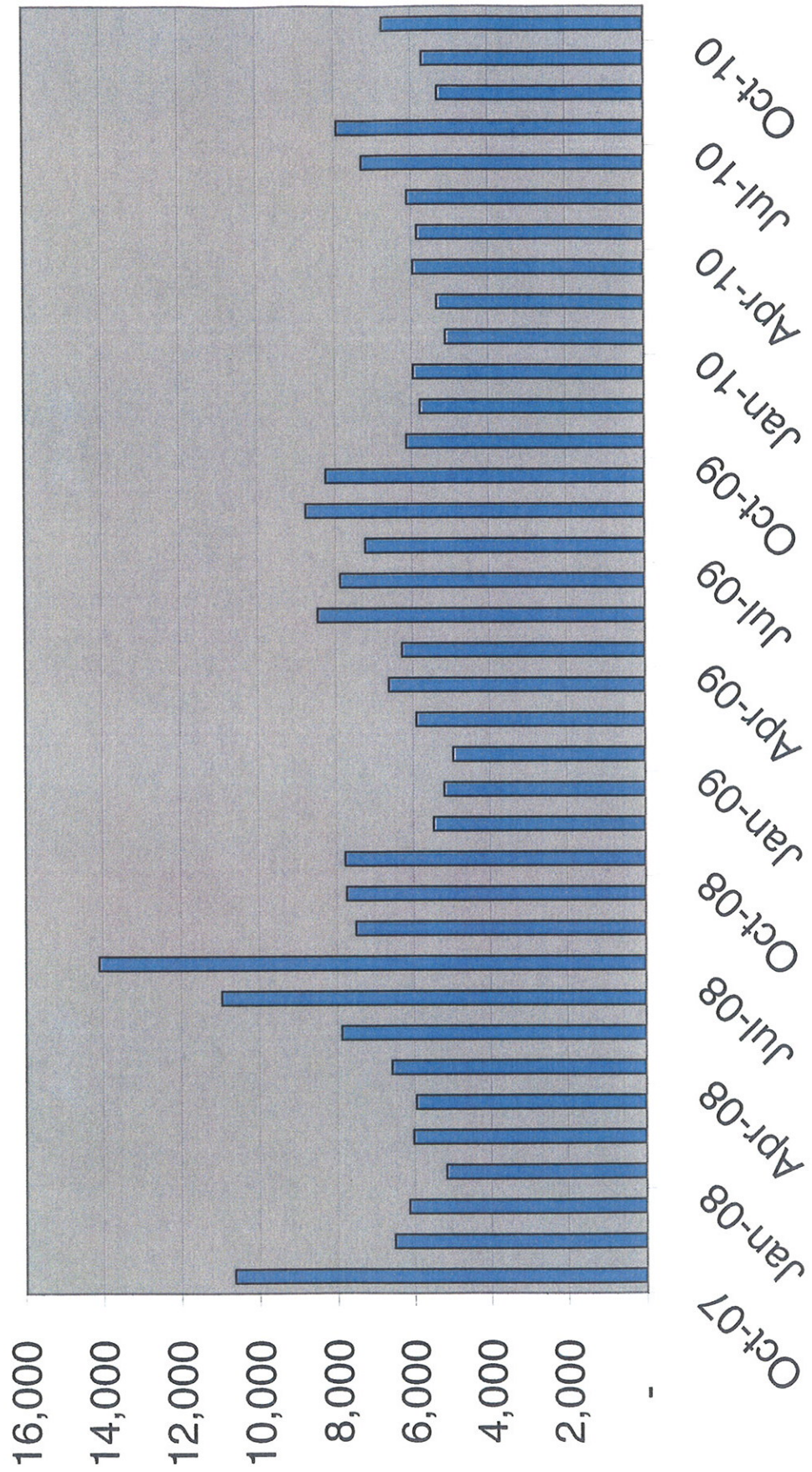
- Reviewed CCCERA Retirement Depooling Report
- OPEB Alternative Funding
- Completed Excess Workers' Compensation Insurance Audit
- Completed 2010 Employee of the Year Selection Process
- Coordinated Battalion Chief Assessment Center

Employee Illness/Injury Report for October 2010

Reportable Injuries – October 2010: N/A

Note: As of October 31, 2010, there were five (5) employees absent from their regular work assignment. Lost time related to prior month/year injuries totaled 720 hours.

Total Overtime Hours by Month Oct. 2007 - Oct. 2010



Overtime Assignment Summary Report

10/1/2010 Through 10/31/2010

WORK CODE: 1 STAFFING

ASSIGNMENT	Time Worked	Time Paid
101 HOLD OVER FOR CALL	10.80	12.50
103 MISC. STAFFING COVE	5343.91	5345.00
107 LATE/STA. MOVE COVE	10.15	13.50
199 MID SHIFT RECALL	44.00	44.00
Total All Assignments This Work Type:	5,408.86	5,415.00

WORK CODE: 2 TRAINING

ASSIGNMENT	Time Worked	Time Paid
201 OPERATIONS TRAINING	363.50	363.75
202 ADMIN SKILLS TRAINI	86.25	86.25
209 RESCUE TRAINING	93.25	93.25
210 HAZ-MAT TRAINING	88.92	89.00
214 PARAMEDIC - CONT ED	25.00	25.00
Total All Assignments This Work Type:	656.92	657.25

Overtime Assignment Summary Report

10/1/2010 Through 10/31/2010

WORK CODE: 3 ASSIGNMENTS

ASSIGNMENT	Time Worked	Time Paid
301 MEETINGS/PROJECT DE	194.17	195.25
306 WELLNESS PROGRAM	6.00	6.00
310 MISC. MAINTENANCE	3.00	3.00
313 HONOR GUARD	8.50	8.50
314 RED FLAG DAY	87.83	88.00
315 RECRUITMENT INTERN	24.00	24.00
320 PUBLIC EVENTS	290.75	290.75
340 PROJECT WORK	35.75	35.75
Total All Assignments This Work Type:	650.00	651.25

WORK CODE: 7 EMERGENCY

ASSIGNMENT	Time Worked	Time Paid
700 EMERGENCY RECALL	16.13	16.25
720 FIRE INVESTIGATION	9.43	9.50
Total All Assignments This Work Type:	25.56	25.75

Report Grand Total:	6,741.34	6,749.25
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Overtime Summary Report

10/1/2010 Through 10/31/2010

WORK CODE:		Time Paid
1	STAFFING	5,415.00
2	TRAINING	657.25
3	ASSIGNMENTS	651.25
7	EMERGENCY	25.75
	Report Grand Total:	6,749.25

Oct 2010 Staffing/Overtime Analysis

	Staffing OT \$	Staffing OT Hrs	Staffing OT FTE	Paid FTE	Total Effective FTE	See Note 1
ACTUAL OCT RESULTS	\$ 297,489	6216.25	25.62	130.00	155.62	20.63%
PROJECTED OCT						
HIRING IN PLACE OF OVERTIME	\$ 435,239	6,216.25				
NET SAVINGS						
OVERTIME IN PLACE OF HIRING	\$ 137,749					

Note 1: This figure represents the percentage of time necessary to backfill regularly staffed positions for the month. This amount will routinely include the following components:

- The variance of regular, full-time paid employees either above or below the optimal 129 FTEs based upon the 10% hiring model
- Vacation Leave
- Sick Leave
- Disability Leave
- Various (jury duty, station moves, medic coverage, etc.)

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
 CAPITAL PROJECTS FUND AND EQUIPMENT/VEHICLES FUND EXPENDITURES
 FISCAL YEAR 2010 - 2011
 JULY 1, 2010 - OCTOBER 31, 2010

FISCAL YEAR COMPLETED - 33%								
DESCRIPTION	GL CODE	2007/2008 ACTUAL	2008/2009 ACTUAL	2009/2010 ACTUAL	2010/2011 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
RENTS & LEASES - PROPERTY	5246	\$0	\$0	\$12,500	\$0	\$0	\$0	
LAND	6103	\$0	\$0	\$0	\$0	\$0	\$0	
DESIGN/CONSTRUCTION	6105/6110	\$3,650,874	\$5,223,568	\$1,917,756	\$1,750,000	\$365,793	\$1,384,207	21%
VARIOUS IMPROVEMENTS	6120	\$44,994	\$86,887	\$224,490	\$50,000	\$0	\$50,000	0%
TOTAL CAPITAL PROJECTS (FUND 300)		\$3,695,868	\$5,310,455	\$2,154,746	\$1,800,000	\$365,793	\$1,434,207	20%
OFFICE EQUIP. & FURNISHINGS	6210	\$52,571	\$12,710	\$11,905	\$0	\$0	\$0	
MEDICAL/LAB EQUIPMENT	6220	\$148,962	\$0	\$11,397	\$0	\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$0	\$229,498	\$247,764	\$561,500	\$151,462	\$410,038	27%
TOOLS & SUNDRY EQUIPMENT	6240	\$226,541	\$38,456	\$204,987	\$25,000	\$25,000	\$0	100%
AUTO & TRUCKS	6250	-\$1,129	\$46,305	\$465,181	\$1,915,000	\$42,960	\$1,872,040	2%
TOTAL EQUIPMENT/VEHICLES (FUND 600)		\$426,945	\$327,009	\$941,234	\$2,501,500	\$219,422	\$2,282,078	9%
BOND REDEMPTION - 2003/2006/2010 COP	5310	\$1,329,961	\$1,328,704	\$1,330,979	\$1,825,885	\$1,020,739	\$805,146	56%
VEHICLE LEASE #1	5310	\$75,921	\$0	\$0	\$0	\$0	\$0	
VEHICLE LEASE #2	5310	\$329,498	\$329,497	\$329,498	\$329,498	\$0	\$329,498	0%
VEHICLE LEASE #3	5310	\$756,033	\$756,033	\$756,032	\$756,033	\$0	\$756,033	0%
TOTAL DEBT SERVICE (FUND 200)		\$2,491,413	\$2,414,234	\$2,416,509	\$2,911,416	\$1,020,739	\$1,890,677	35%
SERVICES & SUPPLIES	5000	\$30,641	\$21,875	\$44,211	\$60,000	\$18,004	\$41,996	30%
TOTAL AGENCY FUND (FUND 700)		\$30,641	\$21,875	\$44,211	\$60,000	\$18,004	\$41,996	30%
TOTAL - CAPITAL, EQUIP, DEBT & AGENCY		\$6,644,867	\$8,073,573	\$5,556,700	\$7,272,916	\$1,623,958	\$5,648,958	22%

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
COMBINED BALANCE SHEET OF ALL FUND TYPES
OCTOBER 31, 2010**

	GOVERNMENTAL FUND TYPES						AGENCY CERT PROGRAM Fund - 700	ACCOUNT		GROUPS General Long-Term Debt Fund - 900	Totals (Memo Only)
	Debt Service Fund - 200		Capital Projects Fund - 300		Equipment/ Vehicles Fund - 600			General Fixed Assets Fund - 800			
	General Fund - 100										
ASSETS											
Cash - Union Bank of California	\$ (1,276,433)	\$ -	\$ 2,992,910	\$ -	\$ 46,366	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,762,843
Cash - Union Bank of California-Prem.@ 0.10%	2,641,077										2,641,077
Cash - UBC - Workers' Compensation	(13,250)										(13,250)
Cash - Comerica-Flex Spending	20,097										20,097
Petty Cash	400										400
Investments - LAIF @ 0.51%	20,093,926			2,812							20,096,738
Cash with Fiscal Agent (Note #1)		1,329,961									1,329,961
Accounts Receivable	236,067										236,067
Prepaid Expenses/Deposits			237,500								237,500
Land						7,105,802					7,105,802
Buildings & Improvements/Construction						26,326,460					26,326,460
Equipment						23,841,369					23,841,369
Accumulated Depreciation						(25,608,208)					(25,608,208)
Amount to be Provided for General											
Long Term Debt									19,736,076		19,736,076
Total Assets	\$ 21,701,884	\$ 1,329,961	\$ 3,230,410	\$ -	\$ 49,178	\$ 31,665,423	\$ -	\$ -	\$ 19,736,076	\$ -	\$ 77,712,932
LIABILITIES											
Accounts Payable	\$ 288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 288
Accrued Expenses	3,063,712										3,063,712
Deposits Payable	1,520										1,520
Long Term Debt:											
(1) Certificates of Participation									14,360,000		14,360,000
(2) Vehicle Lease									2,054,366		2,054,366
Claims Payable	174,159								1,354,396		1,528,555
Compensated Absences									1,967,314		1,967,314
Total Liabilities	3,239,679	-	-	-	-	-	-	-	19,736,076	-	22,975,755
FUND EQUITY											
Investment in General Fixed Assets						31,665,423					31,665,423
Reserved for Debt Service		1,329,961									1,329,961
Reserved for Prepaid Expenses/Deposits			237,500								237,500
Designated for Workers' Compensation	1,000,000										1,000,000
Designated for Dry Spell (Cash Flow)	17,462,205										17,462,205
Designated for Tactical Training Center			2,992,910								2,992,910
Undesignated					49,178						49,178
Total Fund Balance	18,462,205	1,329,961	3,230,410	-	49,178	31,665,423	-	-	19,736,076	-	54,737,177
Total Liabilities and Fund Equity	\$ 21,701,884	\$ 1,329,961	\$ 3,230,410	\$ -	\$ 49,178	\$ 31,665,423	\$ -	\$ -	\$ 19,736,076	\$ -	\$ 77,712,932

Note 1 - US Bank:
Reserve Fund (COP 2003) Market Value \$730,324, Interest Rate 0.20% (Money Market Fund)
Reserve Fund (COP 2006) Market Value \$599,637, Interest Rate 0.20% (Money Market Fund)

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
REVENUE/EXPENDITURE HISTORY**

Month	2006-07		2007-08		2008-09		2009-10		2010-11	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	220,615	4,259,268	206,857	4,051,393	409,494	4,731,355	247,304	4,758,259	166,735	4,749,257
August	296,654	3,274,027	309,023	3,934,582	215,934	4,086,942	222,953	3,806,559	215,809	4,025,589
September	486,663	3,487,349	561,478	3,731,470	367,546	4,339,978	296,640	4,728,793	204,485	3,953,342
October	542,471	3,557,605	1,640,500	4,066,860	2,483,697	4,137,431	1,955,619	3,664,748	1,892,126	3,970,955
November	1,689,992	3,549,374	312,547	3,648,147	165,281	4,058,659	228,442	3,778,804		
December	24,981,792	3,622,509	24,595,524	3,757,596	27,327,550	4,162,810	26,486,066	4,293,444		
January	408,114	3,286,521	3,484,808	4,039,456	437,643	4,026,715	2,231,614	3,813,140		
February	272,420	3,519,689	154,599	4,573,322	234,858	4,284,220	253,553	3,865,360		
March	619,867	3,487,574	219,862	4,638,451	358,150	4,551,611	263,343	4,094,246		
April	18,178,615	3,680,317	18,767,904	3,751,889	19,725,844	4,110,947	14,980,947	3,933,954		
May	232,490	3,457,733	197,558	4,210,272	315,047	3,773,572	2,319,553	4,064,248		
June	5,437,965	3,697,713	3,677,543	4,615,870	3,892,839	8,012,065	3,562,930	4,046,925		

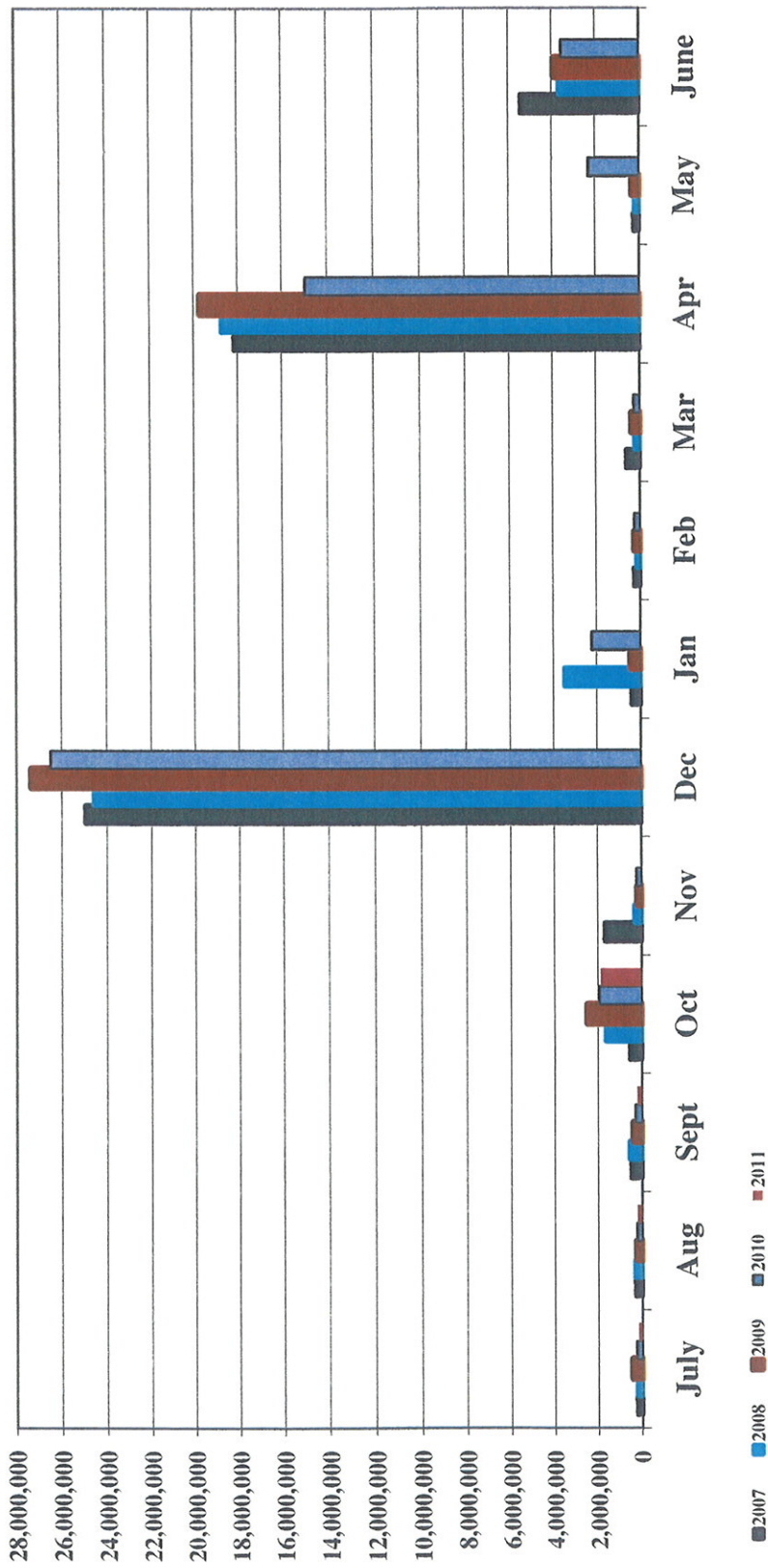
SAN RAMON VALLEY FIRE PROTECTION DISTRICT
GENERAL FUND EXPENDITURES
FISCAL YEAR 2010/2011
JULY 1, 2010 - OCTOBER 31, 2010

FISCAL YEAR COMPLETED - 33%								
DESCRIPTION	GL CODE	2007-2008 ACTUAL	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-2011 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
PERMANENT SALARIES	5110	\$20,695,452	\$21,913,062	\$21,979,823	\$21,816,361	\$7,201,532	\$14,614,829	33.01%
TEMPORARY SALARIES	5115	\$331,684	\$280,606	\$223,756	\$188,775	\$51,302	\$137,473	27.18%
PERMANENT OVERTIME	5120	\$5,011,294	\$5,126,576	\$4,597,107	\$4,000,000	\$1,533,446	\$2,466,554	38.34%
FEDERAL INSURANCE COMPENSATION	5140	\$367,385	\$384,599	\$379,421	\$316,435	\$123,794	\$192,641	39.12%
RETIREMENT CONTRIBUTIONS	5150	\$11,992,084	\$12,613,117	\$11,654,409	\$11,897,512	\$3,925,316	\$7,972,196	32.99%
EMPLOYEE GROUP INSURANCE	5160	\$3,309,643	\$3,537,064	\$3,446,521	\$4,420,978	\$1,596,031	\$2,824,947	36.10%
RETIREE HEALTH INSURANCE	5170	\$1,214,235	\$4,633,235	\$1,080,915	\$1,500,000	\$554,972	\$945,028	37.00%
UNEMPLOYMENT INSURANCE	5180	\$10,350	\$1,814	\$29,318	\$30,000	\$1,775	\$28,225	5.92%
WORKERS' COMPENSATION INS	5190	\$427,860	\$601,711	\$638,059	\$660,000	\$227,945	\$432,055	34.54%
TOTAL SALARIES AND BENEFITS	5100	\$43,359,987	\$49,091,784	\$44,029,329	\$44,830,061	\$15,216,113	\$29,613,948	33.94%
OFFICE SUPPLIES	5202	\$42,987	\$44,889	\$43,108	\$45,757	\$10,642	\$35,115	23.26%
POSTAGE	5204	\$15,134	\$9,856	\$10,181	\$12,300	\$2,810	\$9,490	22.85%
TELECOMMUNICATIONS	5206	\$212,153	\$207,367	\$191,794	\$231,600	\$52,969	\$178,631	22.87%
UTILITIES	5208	\$246,082	\$296,585	\$302,015	\$252,000	\$95,379	\$156,621	37.85%
SMALL TOOLS/EQUIPMENT	5210	\$269,106	\$163,210	\$128,997	\$139,090	\$23,096	\$115,994	16.61%
MISCELLANEOUS SUPPLIES	5212	\$156,182	\$152,082	\$150,959	\$100,723	\$29,190	\$71,533	28.98%
MEDICAL SUPPLIES	5213	\$131,141	\$119,740	\$115,527	\$121,000	\$34,835	\$86,165	28.79%
FIREFIGHTING SUPPLIES	5214	\$155,547	\$131,770	\$139,196	\$106,375	\$23,119	\$83,256	21.73%
PHARMACEUTICAL SUPPLIES	5216	\$29,890	\$28,855	\$35,173	\$40,500	\$8,780	\$31,720	21.68%
COMPUTER SUPPLIES	5218	\$118,144	\$57,476	\$55,612	\$29,300	\$7,637	\$21,663	26.06%
RADIO EQUIPMENT & SUPPLIES	5219	\$121,670	\$89,623	\$50,198	\$45,000	\$16,138	\$28,862	35.86%
FILM PROCESSING/SUPPLIES	5220	\$1,697	\$7,115	\$741	\$0	\$0	\$0	
FOOD SUPPLIES	5222	\$22,182	\$24,542	\$22,148	\$27,260	\$7,195	\$20,065	26.39%
SAFETY CLOTHING/SUPPLIES	5224	\$267,904	\$167,266	\$132,513	\$135,000	\$20,128	\$114,872	14.91%
NON-SAFETY CLOTHING/SUPPLIES	5226	\$61,562	\$67,281	\$67,028	\$79,405	\$8,731	\$70,674	11.00%
HOUSEHOLD SUPPLIES	5228	\$48,555	\$65,113	\$40,834	\$37,750	\$9,878	\$27,872	26.17%
CENTRAL GARAGE - REPAIRS	5230	\$133,351	\$104,065	\$110,747	\$100,000	\$26,705	\$73,295	26.71%
CENTRAL GARAGE - MAINTENANCE	5231	\$17,004	\$12,509	\$18,074	\$38,250	\$6,256	\$31,994	16.36%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	\$178,570	\$169,675	\$165,112	\$170,750	\$29,000	\$141,750	16.98%
CENTRAL GARAGE - TIRES	5234	\$21,220	\$16,670	\$39,221	\$24,000	\$8,569	\$15,431	35.70%
CENTRAL GARAGE - MANDATED INSP.	5235	\$5,857	\$6,568	\$8,250	\$12,000	\$1,425	\$10,575	11.88%
MAINT./REPAIRS - EQUIPMENT	5236	\$142,399	\$135,552	\$96,527	\$133,360	\$40,605	\$92,755	30.45%
MAINT./REPAIRS - RADIO & ELECTRONIC	5238	\$551,378	\$285,978	\$333,941	\$384,600	\$163,040	\$221,560	42.39%
MAINT./REPAIRS - BUILDINGS	5240	\$413,688	\$257,526	\$217,464	\$155,750	\$49,519	\$106,231	31.79%
MAINT./REPAIRS - GROUNDS	5242	\$58,335	\$61,873	\$46,871	\$44,500	\$18,091	\$26,409	40.65%
RENTS & LEASES-EQUIP./PROPERTY	5246	\$92,234	\$56,753	\$54,890	\$60,800	\$33,370	\$27,430	54.88%
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$609,091	\$960,219	\$746,993	\$800,766	\$387,030	\$413,736	48.33%
RECRUITING COSTS	5251	\$78,806	\$109,023	\$63,582	\$55,000	\$11,028	\$43,972	20.05%
LEGAL SERVICES	5252	\$163,378	\$192,639	\$246,839	\$197,000	\$32,985	\$164,015	16.74%
MEDICAL SERVICES	5254	\$73,941	\$83,483	\$112,336	\$109,700	\$2,665	\$107,035	2.43%
DATA PROCESSING SERVICES	5256	\$221	\$78	\$70	\$1,750	\$0	\$1,750	0.00%
COMMUNICATIONS SERVICES	5258	\$3,399	\$4,017	\$3,738	\$4,200	\$292	\$3,908	6.95%
DOCUMENT MANAGEMENT SERVICES	5260	\$1,477	\$17,222	\$510	\$0	\$0	\$0	
ELECTION SERVICES	5262	\$0	\$119,616	\$0	\$113,000	\$0	\$113,000	0.00%
INSURANCE SERVICES	5264	\$536,487	\$502,508	\$481,274	\$523,000	\$228,284	\$294,716	43.65%
PUBLICATION OF LEGAL NOTICES	5270	\$1,349	\$2,248	\$949	\$5,500	\$85	\$5,415	1.55%
SPECIALIZED PRINTING	5272	\$66,752	\$90,040	\$55,936	\$81,350	\$4,293	\$77,057	5.28%
MEMBERSHIPS	5274	\$44,639	\$54,857	\$48,871	\$51,409	\$41,218	\$10,191	80.18%
EDUCATIONAL COURSES/SUPPLIES	5276	\$151,734	\$126,996	\$138,221	\$56,400	\$15,915	\$40,485	28.22%
EDUCATIONAL ASSISTANCE PROGRAM	5277	\$27,515	\$30,389	\$30,761	\$24,120	\$2,985	\$21,135	12.38%
PUBLIC EDUCATIONAL SUPPLIES	5278	\$24,931	\$18,788	\$22,529	\$20,000	\$13,382	\$6,618	66.91%
BOOKS & PERIODICALS	5280	\$27,333	\$16,425	\$21,447	\$33,314	\$4,228	\$29,086	12.69%
RECOGNITION SUPPLIES	5282	\$26,545	\$8,110	\$4,869	\$7,500	\$2,693	\$4,807	35.91%
MEETINGS/TRAVEL EXPENSES	5284	\$109,492	\$108,014	\$109,023	\$54,400	\$8,840	\$45,560	16.25%
OTHER	5286	\$0	\$0	\$154,062	\$0	\$0	\$0	
DISCOUNTS	5299	(\$72)	(\$90)	\$0	\$0	\$0	\$0	
TOTAL SERVICES AND SUPPLIES	5200	\$5,660,989	\$5,184,521	\$4,819,151	\$4,665,479	\$1,483,030	\$3,182,449	31.79%
TOTAL G/F OPERATING EXPENDITURES		\$49,020,976	\$54,276,305	\$48,848,480	\$49,495,540	\$16,699,143	\$32,796,397	33.74%

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
REVENUES (ALL FUNDS)
FISCAL YEAR 2010/2011
JULY 1, 2010 - OCTOBER 31, 2010**

GL CODE	DESCRIPTION	2007/2008 ACTUAL REVENUE	2008/2009 ACTUAL REVENUE	2009/2010 ACTUAL REVENUE	2010/2011 ESTIMATED REVENUE	2010/2011 REALIZED REVENUE
4100	TAXES					
4110	PROPERTY TAXES - CURRENT SECURED	\$48,301,244	\$49,793,169	\$48,555,854	\$47,164,648	\$0
4120	PROPERTY TAXES - SUPPLEMENTAL	\$1,277,576	\$978,218	\$649,615	\$671,242	\$0
4130	PROPERTY TAXES - UTILITIES (Unitary)	\$679,868	\$710,831	\$760,539	\$737,724	\$0
4140	PROPERTY TAXES - CURRENT UNSECURED	\$1,483,621	\$1,593,394	\$1,832,522	\$1,573,941	\$1,665,442
4145	HOMEOWNERS PROPERTY TAX RELIEF	\$502,776	\$514,864	\$545,216	\$485,000	\$0
4150	LESS TAXES RETURNED TO COUNTY	(\$1,558,586)	(\$1,558,586)	(\$1,412,883)	(\$1,370,497)	\$0
4160	LESS COUNTY TAX ADMINISTRATION	(\$462,517)	(\$558,980)	(\$547,169)	(\$530,754)	\$0
4170	PROPERTY TAXES - PRIOR SECURED	(\$411,770)	(\$6,574)	(\$339,632)	(\$329,443)	\$0
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(\$117,662)	(\$151,486)	(\$393,227)	(\$381,429)	\$0
4190	PROPERTY TAXES - PRIOR UNSECURED	\$34,661	\$21,142	\$29,209	\$9,280	\$0
		\$49,729,211	\$51,335,992	\$49,680,044	\$48,029,712	\$1,665,442
4200	INTERGOVERNMENTAL REVENUE					
4220	MEASURE "H"	\$19,787	\$19,787	\$0	\$0	\$0
4230	SB-90 MANDATED COSTS	\$0	\$18,509	\$59,662	\$5,000	\$0
4240	MISCELLANEOUS STATE AID/GRANTS	\$759,633	\$1,163,281	\$309,199	\$300,000	\$0
4250	OTHER INTERGOVERNMENTAL REVENUE	\$28,354	\$168,377	\$42,000	\$40,000	\$3,030,000
		\$807,774	\$1,369,954	\$410,861	\$345,000	\$3,030,000
4300	CHARGES FOR SERVICE					
4310	INSPECTION FEES	\$35,492	\$32,721	\$40,847	\$35,000	\$9,026
4315	PLAN REVIEW	\$186,762	\$140,363	\$120,522	\$100,000	\$40,660
4320	WEED ABATEMENT CHARGES	\$6,682	\$8,130	\$8,299	\$5,000	\$3,338
4330	AMBULANCE SERVICES	\$1,924,268	\$2,314,570	\$2,388,561	\$2,352,000	\$719,270
4340	CPR CLASSES	\$1,450	\$1,899	\$2,276	\$1,500	\$650
4350	REPORTS/PHOTOCOPIES	\$1,426	\$2,143	\$1,796	\$1,500	\$620
4360	MISCELLANEOUS CURRENT SERVICES	\$1,373	\$0	\$0	\$0	\$0
		\$2,157,453	\$2,499,826	\$2,562,303	\$2,495,000	\$773,564
4400	USE OF MONEY & PROPERTY					
4410	INVESTMENT EARNINGS	\$1,723,008	\$638,353	\$250,663	\$151,000	(\$13,747)
		\$1,723,008	\$638,353	\$250,663	\$151,000	(\$13,747)
4500	RENTS, ROYALTIES AND COMMISSIONS					
4510	RENT ON REAL ESTATE	\$139,557	\$157,865	\$143,853	\$147,800	\$51,292
		\$139,557	\$157,865	\$143,853	\$147,800	\$51,292
4600	OTHER REVENUE					
4610	DONATIONS/CONTRIBUTIONS	\$726	\$470	\$1,500	\$0	\$2,200
4620	SALE OF PROPERTY	\$0	\$0	\$19,348	\$0	\$0
4640	MISCELLANEOUS REVENUE	\$43,923	\$25,424	\$38,898	\$0	\$3,582
		\$44,649	\$25,894	\$59,746	\$0	\$5,782
	REVENUE TOTAL	\$54,601,652	\$56,027,884	\$53,107,470	\$51,168,512	\$5,512,333

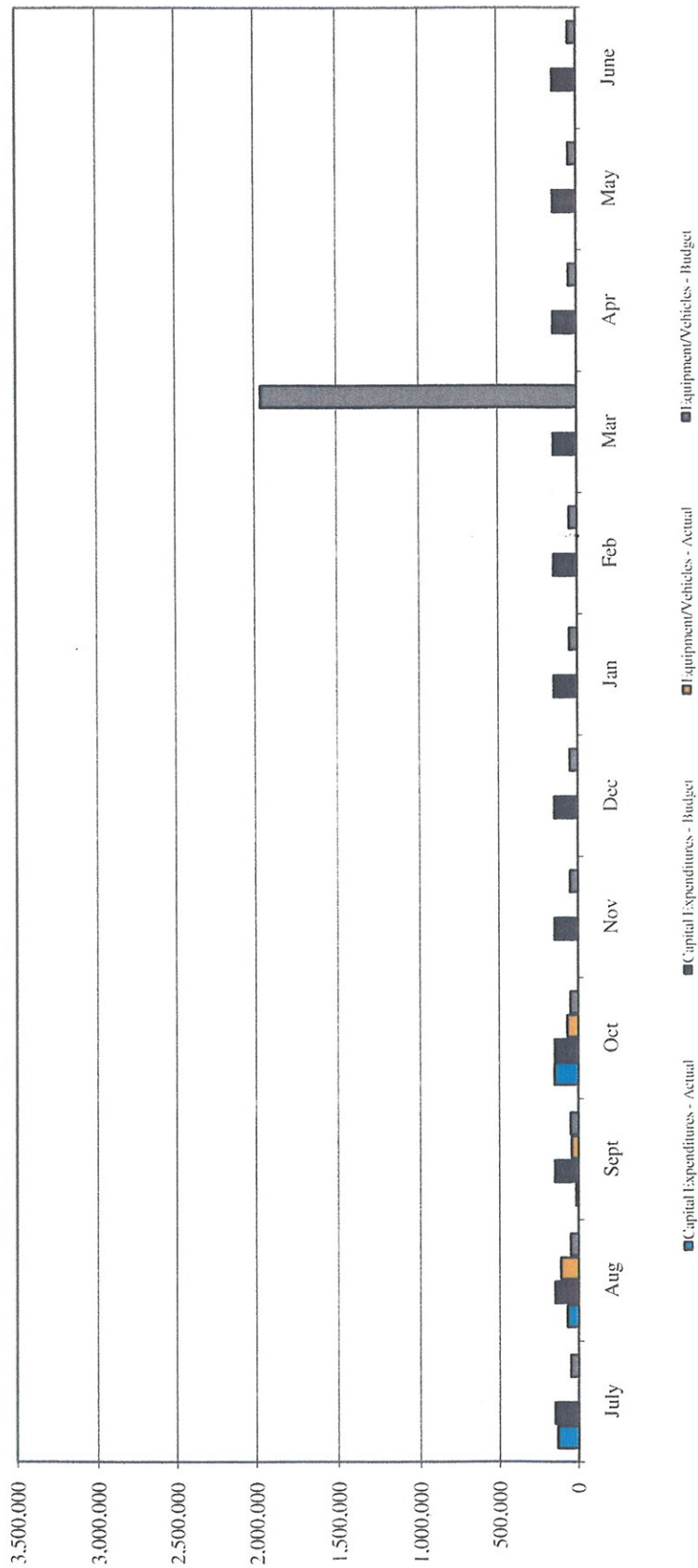
**GENERAL FUND REVENUE
FISCAL YEARS 2007 - 2011**



CAPITAL & EQUIPMENT/VEHICLES FUNDS

COMPARISON OF ACTUAL TO BUDGET

FISCAL YEAR 2010-2011



GENERAL FUND
COMPARISON OF ACTUAL TO BUDGETED
FISCAL YEAR 2010-11



**GENERAL FUND EXPENDITURES
FISCAL YEARS 2007 - 2011**

