

## ORDINANCE NO. 2023-02

### AN ORDINANCE OF THE SONOMA COUNTY FIRE DISTRICT AMENDING THE DISTRICT SCHEDULE OF FIRE PREVENTION SERVICES FEES

**WHEREAS**, on July 21, 2020, the Board of Directors (“the Board”) of the Sonoma County Fire District of Sonoma County, State of California (“the District”) adopted District Ordinance 2020-03, establishing a District schedule of Fire Prevention Service Fees, consistent with Proposition 26 and California Health and Safety Code section 13916 et seq., including an annual inflation adjustment; and

**WHEREAS**, the District Board intends this amended Fire Prevention Services Fees Ordinance to ensure full cost recovery for District services effective January 15, 2024.

**NOW THEREFORE**, the Board of Directors of the Sonoma County Fire District of Sonoma County, State of California do ordain as follows:

**Section I. Purpose and Intent:** Pursuant to California Health and Safety Code section 13916 et seq., the District is authorized to charge and collect fees to cover the costs of any service which the District provides or the costs of enforcing any regulation for which the fee is charged. It is the purpose and intent of this Ordinance to establish and impose District-wide fees and issue permits for fire prevention services, including, but not limited to, plan reviews, field inspections for new and remodeled buildings and fire protection systems, based on public safety requirements and community needs. The District has conducted a fee study to determine that the fee schedule in this Ordinance reflects the reasonable costs, including staff time, for providing these fire prevention services throughout the District.

**Section II Fee Schedule:** The District hereby adopts the following fee schedule, which is attached as Attachment “A” and incorporated herein by reference: 2024 Sonoma County Fire District Schedule of Fire Prevention Services Fees. The fees incorporated herein shall be adjusted annually for inflation effective each fiscal year. This Ordinance shall supersede any prior schedule of fire prevention services fees within the District, including, but not limited to, District Ordinance 2020-03.

**Section IV. Limited Amendment:** If any section or attachment of this Ordinance or portion thereof is held invalid or unenforceable by any court and such judgment becomes final, then that section may be amended by the District’s Board by a majority vote to conform to the judgement of such court, provided such amendment is consistent with purpose and intent of this Ordinance.

**Section V. Effective Date:** This Ordinance shall be and the same is hereby declared to be in full force and effect thirty days from and after the date its adoption, and shall be published once, before the expiration of fifteen (15) days after passage of the same, with the name of the

Directors voting for and against the same, in The Press Democrat, a newspaper of general circulation published within the County of Sonoma, State of California.

**THE FOREGOING ORDINANCE** was adopted at a regular meeting of the Board on December 12, 2023, by Director Klick, who moved its adoption, seconded by Director Briere, and ordered adopted by the following vote:

Directors Briare aye, Hamann aye, Klick aye, So absent, Tognozzi aye,  
Trenor aye, Weaver aye.

AYES: 6 NOES: 0 ABSENT: 1

**WHEREUPON**, the Board President declared the above forgoing Ordinance duly adopted, and SO ORDERED.

ATTEST:

Frank Trenor  
Board President

Karen W. Wright  
Board Clerk



**Sonoma County Fire District  
Fire Prevention Fee Schedule  
Effective January 15, 2024**

Fee Name	Fee Type	Total Cost Per Unit
<b>LAND USE / ENTITLEMENT APPLICATION REVIEW</b>		
Plan Review - New Residential Structure – SFD *	Flat	<b>\$254</b>
Plan Review - Subdivision	Flat	<b>\$1,272</b>
Plan Review - Multifamily	Flat	<b>\$1,272</b>
Plan Review - New Commercial	Flat	<b>\$1,272</b>
Plan Review - Commercial TI	Flat	<b>\$763</b>
<b>BUILDING (FIRE / LIFE SAFETY) REVIEW &amp; INSPECTION</b>		
<b><u>Plan Review &amp; Inspection:</u></b>		
New Residential Structure	Flat	<b>\$509</b>
New Commercial Structure	Flat	<b>\$763</b>
Plan Review - Residential TI	Flat	<b>\$254</b>
Plan Review - Commercial TI	Flat	<b>\$509</b>
Municipal Advisory Meetings / Consultations (hourly)	Flat	<b>\$254</b>
Certificate of Occupancy Inspections	Flat	<b>\$1,017</b>
Emergency Radio Communication Systems *	Flat	<b>\$1,017</b>
<b>SPRINKLER SYSTEM REVIEW &amp; INSPECTION</b>		
<b><u>Residential - 13D</u></b>		
Up to 1,000 square feet	Flat	<b>\$1,017</b>
Over 1,000 square feet	Flat	<b>\$1,272</b>
T1 13D	Flat	<b>\$1,017</b>
<b><u>Residential - 13R</u></b>		
Plan Review - Per Floor Plan	Flat	<b>\$1,844</b>
Inspection - first 5 units	Flat	<b>\$1,335</b>
Inspection - each additional unit	Each	<b>\$382</b>
<b><u>Residential - 13R TI</u></b>		
Plan Review - Per Floor Plan	Flat	<b>\$254</b>
Inspection - first 5 units	Flat	<b>\$763</b>
Inspection - each additional unit	Each	<b>\$127</b>
Residential Underground	Flat	<b>\$636</b>
<b><u>Commercial 13</u></b>		
Commercial Plan Review	Flat	<b>\$3,052</b>
Commercial Underground	Flat	<b>\$1,781</b>
Commercial TI < 3 heads	Flat	<b>\$127</b>
Commercial TI 3-10 heads	Flat	<b>\$636</b>
Commercial TI 11-30 heads	Flat	<b>\$763</b>
Other Pre-Engineered Systems	Flat	<b>\$2,035</b>

\*New category



**Sonoma County Fire District  
Fire Prevention Fee Schedule  
Effective January 15, 2024**

<b>FIRE ALARM &amp; DETECTION SYSTEMS REVIEW &amp; INSPECTION (# of Devices)</b>		
<b><u>New or Tenant Improvement:</u></b>		
1-25	Flat	<b>\$1,017</b>
25-50	Flat	<b>\$1,399</b>
50-100	Flat	<b>\$2,099</b>
100-250	Flat	<b>\$2,544</b>
250-500	Flat	<b>\$4,324</b>
500-750	Flat	<b>\$5,533</b>
750-1,000	Flat	<b>\$6,423</b>
Over 1,000	Flat	<b>\$6,995</b>
Panel Replacement	Flat	<b>\$763</b>
<b><u>Pre-Engineered system:</u></b>		
Clean Agent	Flat	<b>\$1,526</b>
Hood and Duct	Flat	<b>\$1,145</b>
Other	Flat	<b>\$1,017</b>
Spray Booth	Flat	<b>\$763</b>
<b>VEGETATION MANAGEMENT PLAN</b>		
<b><u>Plan Review:</u></b>		
Single Family Dwelling	Flat	<b>\$763</b>
Multi-Family Dwellings	Flat	<b>\$1,399</b>
Subdivisions (2-5 residences)	Flat	<b>\$1,653</b>
Subdivisions (6-15 residences)	Flat	<b>\$2,798</b>
Subdivisions (16+ residences)	Flat	<b>\$4,197</b>
Commercial Development	Flat	<b>\$1,017</b>
Vegetation Consultation (hourly)	Hourly	<b>\$254</b>
Non-Compliant Properties (hourly)	Per Trip	<b>\$509</b>
<b>ANNUAL OPERATIONAL FIRE PERMITS</b>		
Aerosol Products	Flat	<b>\$509</b>
Amusement Buildings (temporary, permanent or mobile as defined in CFC Chapter 2, Section 202) – Seasonal	Flat	<b>\$1,653</b>
Aviation Facilities	Flat	<b>\$1,526</b>
Battery System Stationary Storage (capacity more than 50 gallons)	Flat	<b>\$509</b>
Carbon Dioxide Systems for Beverage Dispensing	Flat	<b>\$509</b>
Cellulose Nitrate Film (in Group A Occupancy)	Flat	<b>\$509</b>
Combustible Dust-Producing Operations	Flat	<b>\$509</b>

\*New category



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Combustible Fiber Storage/Handling in excess of 100 cu. ft.	Flat	<b>\$509</b>
Compressed Gases Storage/Handling, etc. in excess of the amounts listed in CFC Appendix Chapter 1, Table 105.6.9	Flat	<b>\$509</b>
Cryogenic Fluids (produce, store, transport on site, use, handle or dispense in excess of the amounts listed in CFC Appendix Chapter 1, Table 105.6.10	Flat	<b>\$509</b>
Cutting & Welding	Flat	<b>\$509</b>
Dry Cleaning Plants (as described in CFC, Chapter 21)	Flat	<b>\$636</b>
Electric Fence	Flat	<b>\$509</b>
Explosives and/or Blasting Agents, Fireworks/Pyrotechnics manufacturing, storage/handling/sale	Flat	<b>\$1,017</b>
Fireworks/Pyrotechnics (Per hour)	Hourly	<b>\$254</b>
<b><u>Fire Hydrants</u></b>		
Fire Hydrants and Valves (Use other than Fire Suppression purposes)	Flat	<b>\$636</b>
Hydrant Water flow testing	Flat	<b>\$763</b>
Private Fire Hydrant System Inspections	Flat	<b>\$636</b>
Flammable Combustible Liquids - See Appendix Chapter 1, Section 105.6.16 (Items 1-10)	Flat	<b>\$954</b>
Floor Finishing/Surfacing Operations (exceeding 350 sq. ft. and using Class I or Class II liquids)	Flat	<b>\$1,017</b>
Fruit & Crop Ripening Facilities (use with ethylene gas)	Flat	<b>\$1,017</b>
Hazardous Materials Storage	Flat	<b>\$954</b>
High Piled Combustible Storage and Warehousing (Including Idle Wood/Plastic Pallets)	Flat	<b>\$954</b>
Hood and Duct - Non-public assembly occupancies with less than 50 people occupancy and where no other permits are required	Flat	<b>\$509</b>
Hot Works Operations	Flat	<b>\$509</b>
Liquefied Petroleum Gases - Store, use, handle, dispense (>125 gallons and <499 gallons)	Flat	<b>\$509</b>
Lumber Yards & Woodworking Plants (storage and/or processing of lumber exceeding 100,000 board ft.)	Flat	<b>\$954</b>
Magnesium Working (less than 10 lbs.)	Flat	<b>\$1,017</b>
Medical Gas	Flat	<b>\$1,017</b>
Miscellaneous Combustible Storage (in excess of 2,500 cu. ft.) (Including Idle Wood/Plastic Pallets)	Flat	<b>\$954</b>

\*New category



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Monitor Sprinklered Buildings that do not require additional fire permits	Flat	<b>\$763</b>
Motor Vehicle and/or Marine Fuel-dispensing Stations (includes flammable and combustible liquids: store, use, handle and dispense)	Flat	<b>\$1,017</b>
Open Flames and Torches	Flat	<b>\$509</b>
Organic Coatings: Manufacture more than 1 gallon per day	Flat	<b>\$1,017</b>
Ovens: Industrial, baking, or drying	Flat	<b>\$509</b>
Pallet Storage: Palletized packing or bin boxes Idle Wood / Plastic / Bin Boxes	Flat	<b>\$509</b>
<b><u>Place of Assembly</u></b>		
Occupant Load 50-300	Flat	<b>\$509</b>
Occupant Load 301-1,000	Flat	<b>\$636</b>
Occupant Load over 1,000	Flat	<b>\$1,526</b>
Plant Extraction Systems	Flat	<b>\$1,526</b>
Pyroxylin Plastics	Flat	<b>\$1,017</b>
Refrigeration Equipment (Ammonia, Freon, others)	Flat	<b>\$1,017</b>
Repair Garage and/or Service Garage (includes Cutting/Welding)	Flat	<b>\$763</b>
Self-Storage - Mini Storage Facilities (With Private Hydrants and/or Monitored Sprinklers) - Per hour	Hourly	<b>\$254</b>
Spraying or Dipping - Flammable and/or Combustible Finishing	Flat	<b>\$763</b>
Temporary Membrane Structure, Tents & Canopies in excess of 400 sq. ft or canopies of 700 sq.ft.	Flat	<b>\$763</b>
Wood Products Storage: chips, hogged material, lumber or plywood in excess of 200 cu. ft.	Flat	<b>\$509</b>
<b>OCCUPANCY INSPECTIONS</b>		
High-rise Building Inspections - Per Hour	Hourly	<b>\$254</b>
Multi-family Dwellings R-1, R-2 Occupancies (hourly)	Hourly	<b>\$382</b>
State Facilities, State Required Pre-Inspection (Maximum Fee Amount Permitted Under State Health & Safety Code Section 13235):		
25 People or less	Flat	<b>\$509</b>
26 People or more	Flat	<b>\$509</b>
<b><u>State Licensed Care Facility Inspections</u></b>		
State Licensed Care Facility Annual Inspection 6 or less clients	Flat	<b>\$382</b>
I-1 ,I-2 , I-3 , I-4 , R-2.1 , R-3 , R-3.1, R-4 Occupancies	Flat	<b>\$954</b>

\*New category



**Sonoma County Fire District  
Fire Prevention Fee Schedule  
Effective January 15, 2024**

<b>Special Events</b>		
Special Events - One Time	Flat	<b>\$509</b>
Special Events - Annual	Flat	<b>\$509</b>
Propane Permit - One Time (look at size limits)	Flat	<b>\$254</b>
Propane Permit - Annual	Flat	<b>\$254</b>
Food Trucks - Commercial Cooking Equipment (Annual)	Flat	<b>\$254</b>
Food Trucks - No Commercial Cooking Equipment (Annual)	Flat	<b>\$170</b>
TV / Film Set Inspection (hourly)	Hourly	<b>\$509</b>
<b>MISCELLANEOUS</b>		
Fire Hazard Violation (minimum)	Fine	<b>\$509</b>
Fire Code Violation (minimum)	Fine	<b>\$509</b>
Fire Investigation (hourly)	Hourly	<b>\$254</b>
Work without a permit	Fine	<b>2 times permit</b>
Pre-Inspection	Flat	<b>\$509</b>
Resale Inspection	Flat	<b>\$509</b>
Pre-Consultation	Flat	<b>\$254</b>
Emergency Response	Hourly	Current OES Rate Schedule Costs
Engine Standby	Hourly	Current OES Rate Schedule Costs
Staff Standby *	Hourly	Current OES Rate Schedule Costs
Fire Watch	Actual Cost	<b>Actual Cost</b>
Additional Plan Review - Hourly	Hourly	<b>\$254</b>
Additional Inspection - Hourly	Hourly	<b>\$254</b>
Additional Inspection - After Hours - Hourly	Hourly	<b>\$317</b>
Force Abatement of Property	Fine	<b>Actual Cost + 19% Admin</b>
Vacation Rental Inspections *	Each	<b>\$382</b>
Facility Use by the public *	Flat	<b>\$254</b>

\*New category



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Fire Extinguisher Training *		
10 - 25 Employees	Flat	<b>\$382</b>
26 - 50 Employees	Flat	<b>\$1,017</b>
51 - 100 Employees	Flat	<b>\$1,272</b>
100+ Employees	Flat	<b>\$1,526</b>
<b>False Alarms</b>		
5th Alarm	Fine	<b>Actual Cost (1<sup>st</sup>-5<sup>th</sup>)</b>
Each Subsequent Alarm after 5	Fine	<b>Actual Cost</b>

\*New category



## Results of the Fire Prevention Fee Schedule Update

In 2019 the Sonoma County Fire District (District) contracted with the Matrix Consulting Group to conduct a Fire Prevention Fee Schedule Study. In the three years since the study was conducted and adopted, the District has determined additional services they would like to cost out and add to their fee schedule. As such, the District engaged the Matrix Consulting Group to update the analysis done in 2019 to incorporate current staffing and expenditures and new services.

The Fire Prevention Fee Schedule update included analysis of the cost of service relationships that exist between Fire Prevention fee for service activities, including: Land Use / entitlement Application Review, Fire / Life Safety Review and Inspection, Sprinkler and Alarm Systems, Vegetation Management Plans, Annual Operational Fire Permits, Occupancy Inspections, and Special Events. The results of this update provide the District with a tool for understanding current service levels, the cost for those services, and what fees for service can legally be charged.

The following sections provide an overview of the purpose and benefits of a cost-of-service study, the approach and methodology utilized, and a summary of the per unit results.

### Purpose and Benefits of a User Fee Study

The Government Finance Officers Association (GFOA) disseminates numerous best practices for governmental finance-related matters. The GFOA's best practices for *Establishing Government Charges and Fees* states that governmental entities should calculate the full cost of providing a service to provide a basis for setting the charge or fee.

Along with following best practices the primary purpose of a User Fee study is to outline fee-based services, and determine the full cost associated with providing those services. Key benefits resulting from studies of this nature include:

- **Streamlined Fee Structures:** Development of fee structures / schedules that reflect how services are provided.

- **Cost Documentation:** Detailed documentation regarding the direct and indirect costs associated with fee-based services.
- **Legal Compliance:** Ensuring that all fees charged by the District comply with state rules and regulations.

The results of this study provide decision makers with an understanding of current charges, total costs, and surpluses or deficits associated with services provided to the community.

## Approach and Methodology

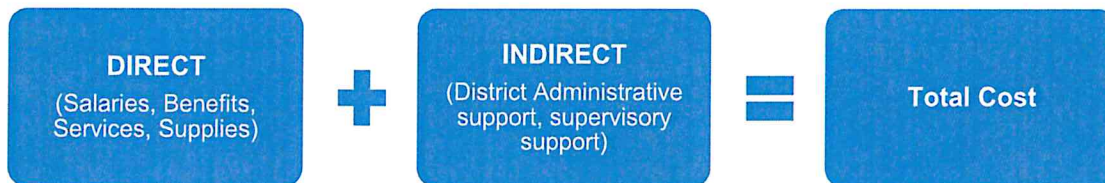
The methodology employed by the Matrix Consulting Group is a widely accepted “bottom up” approach to cost analysis, where time spent per unit of fee activity is determined for each position within the District. Once time spent for a fee activity is determined, all applicable District costs are then considered in the calculation of the “full” cost of providing each service. The work accomplished by the Matrix Consulting Group, in partnership with District staff, to develop the full cost of fee-based services involved the following steps:

- **Staff Interviews:** The project team met with District staff to discuss and determine fee structure modifications and time estimate assumptions.
  - Staff provided insight regarding changes that needed to be made to the current fire prevention fee structure, either to remove outdated services no longer provided, modify existing structures to better reflect the services provided, or add new fees to account for changes in regulations or new proposed services.
  - Staff confirmed previous or provided updated time estimates associated with processing, plan review, and inspection services. These estimates represent average times and exclude extremely difficult or abnormally simple projects.

All fee schedule modifications and time estimate assumptions were reviewed by the project team for “reasonableness” against experience with other agencies, as well as with District management.

- **Cost Analysis:** Fiscal Year 2023 / 2024 budget and staffing documents were provided by the District. This information was then entered into the Matrix

Consulting Group’s analytical software model where several cost components were calculated for each fee or service. The components then build upon each other to comprise the total cost for providing the service. The following chart describes the components of a full cost calculation:



The results of these allocations provide detailed documentation for the reasonable estimate of the actual cost of providing each service.

The results of this analysis were reviewed by District staff and management.

## Fee Structure Modifications

Through this analysis the project team worked with District staff to review the current fee structure and identify areas for improvement. Based on these discussions it was determined that the following applications, permits, or services should be added:

- ‘Land Use / Entitlement Application Review – New Residential Structure – SFD’
- ‘Emergency Radio Communications Systems’
- ‘Vacation Rental Inspections’
- ‘Facility Use by the Public’
- ‘Engine / Ambulance / Staff Standby for Events’
- ‘Fire Extinguisher Training’ (based on ranges of employees)

The above additions to the fee structure will allow the District to better account for the services they provide and provide the public with a clearer understanding of not only the services provided, but the costs associated with those services.

## Per Unit Results

The following table details the permit title / name, fee type, current fee, total cost calculated, and the associated difference for each permit or service. The total cost calculated includes direct staff costs and divisional and Districtwide overhead.

Fee Name	Unit	Current Fee	Total Cost	Difference
<b>LAND USE / ENTITLEMENT APPLICATION REVIEW</b>				
Plan Review - New Residential Structure - SFD	Flat	New	\$254	N / A
Plan Review - Subdivision	Flat	\$1,007	\$1,272	(\$265)
Plan Review - Multifamily	Flat	\$1,007	\$1,272	(\$265)
Plan Review - New Commercial	Flat	\$1,007	\$1,272	(\$265)
Plan Review - Commercial TI	Flat	\$604	\$763	(\$159)
<b>BUILDING (FIRE / LIFE SAFETY) REVIEW &amp; INSPECTION</b>				
<b>Plan Review &amp; Inspection:</b>				
New Residential Structure	Flat	\$403	\$509	(\$106)
New Commercial Structure	Flat	\$604	\$763	(\$159)
Plan Review - Residential TI	Flat	\$201	\$254	(\$53)
Plan Review - Commercial TI	Flat	\$403	\$509	(\$106)
Municipal Advisory Meetings / Consultations (hourly)	Flat	\$201	\$254	(\$53)
Certificate of Occupancy Inspections	Flat	\$806	\$1,017	(\$211)
Emergency Radio Communication Systems	Flat	New	\$1,017	N / A
<b>SPRINKLER SYSTEM REVIEW &amp; INSPECTION</b>				
<b>Residential - 13D</b>				
Up to 1,000 square feet	Flat	\$604	\$1,017	(\$413)
Over 1,000 square feet	Flat	\$806	\$1,272	(\$466)
<b>Residential - 13R</b>				
Plan Review - Per Floor Plan	Flat	\$1,158	\$1,844	(\$686)
Inspection - first 5 units	Flat	\$755	\$1,335	(\$580)
Inspection - each additional unit	Each	\$403	\$382	\$21
Residential TI 13D	Flat	\$604	\$1,017	(\$413)
<b>Residential - 13R TI</b>				
Plan Review - Per Floor Plan	Flat	\$201	\$254	(\$53)
Inspection - first 5 units	Flat	\$403	\$763	(\$360)
Inspection - each additional unit	Each	\$151	\$127	\$24
Residential Underground	Flat	\$403	\$636	(\$233)
<b>Commercial 13</b>				
Commercial Plan Review	Flat	\$2,014	\$3,052	(\$1,038)
Commercial Underground	Flat	\$1,108	\$1,781	(\$673)
Commercial TI < 3 heads	Flat	\$403	\$127	\$276
Commercial TI 3-10 heads	Flat	\$403	\$636	(\$233)
Commercial TI 11-30 heads	Flat	\$503	\$763	(\$260)
Other Pre-Engineered Systems	Flat	\$1,410	\$2,035	(\$625)
<b>FIRE ALARM &amp; DETECTION SYSTEMS REVIEW &amp; INSPECTION (# of Devices)</b>				
<b>New or Tenant Improvement:</b>				
1-25	Flat	\$705	\$1,017	(\$312)
25-50	Flat	\$1,007	\$1,399	(\$392)
50-100	Flat	\$1,510	\$2,099	(\$589)
100-250	Flat	\$1,812	\$2,544	(\$732)
250-500	Flat	\$3,021	\$4,324	(\$1,303)
500-750	Flat	\$3,826	\$5,533	(\$1,707)
750-1,000	Flat	\$4,431	\$6,423	(\$1,992)
Over 1,000	Flat	\$4,833	\$6,995	(\$2,162)
Panel Replacement	Flat	\$503	\$763	(\$260)
<b>Pre-Engineered system:</b>				
Clean Agent	Flat	\$1,007	\$1,526	(\$519)
Hood and Duct	Flat	\$806	\$1,145	(\$339)
Other	Flat	\$705	\$1,017	(\$312)

Fee Name	Unit	Current Fee	Total Cost	Difference
Spray Booth	Flat	\$503	\$763	(\$260)
<b>VEGETATION MANAGEMENT PLAN</b>				
<b>Plan Review:</b>				
Single Family Dwelling	Flat	\$503	\$763	(\$260)
Multi-Family Dwellings	Flat	\$906	\$1,399	(\$493)
Subdivisions (2-5 residences)	Flat	\$1,108	\$1,653	(\$545)
Subdivisions (6-15 residences)	Flat	\$1,913	\$2,798	(\$885)
Subdivisions (16+ residences)	Flat	\$2,920	\$4,197	(\$1,277)
Commercial Development	Flat	\$705	\$1,017	(\$312)
Vegetation Consultation (hourly)	Hourly	\$201	\$254	(\$53)
Non-Compliant Properties (hourly)	Per Trip	\$302	\$509	(\$207)
<b>ANNUAL OPERATIONAL FIRE PERMITS</b>				
Aerosol Products	Flat	\$302	\$509	(\$207)
Amusement Buildings (temporary, permanent, or mobile as defined in CFC Chapter 2, Section 202) - Seasonal	Flat	\$1,108	\$1,653	(\$545)
Aviation Facilities	Flat	\$906	\$1,526	(\$620)
Battery System Stationary Storage (capacity more than 50 gallons)	Flat	\$302	\$509	(\$207)
Carbon Dioxide Systems for Beverage Dispensing	Flat	\$302	\$509	(\$207)
Cellulose Nitrate Film (in Group A Occupancy)	Flat	\$302	\$509	(\$207)
Combustible Dust-Producing Operations	Flat	\$302	\$509	(\$207)
Combustible Fiber Storage/Handling in excess of 100 cu. ft.	Flat	\$302	\$509	(\$207)
Compressed Gases Storage/Handling, etc. in excess of the amounts listed in CFC Appendix Chapter 1, Table 105.6.9	Flat	\$302	\$509	(\$207)
Cryogenic Fluids (produce, store, transport on site, use, handle or dispense in excess of the amounts listed in CFC Appendix Chapter 1, Table 105.6.10	Flat	\$302	\$509	(\$207)
Cutting & Welding	Flat	\$302	\$509	(\$207)
Dry Cleaning Plants (as described in CFC, Chapter 21)	Flat	\$403	\$636	(\$233)
Electric Fence	Flat	\$302	\$509	(\$207)
Explosives and/or Blasting Agents, Fireworks/Pyrotechnics manufacturing, storage/handling/sale	Flat	\$604	\$1,017	(\$413)
Fireworks/Pyrotechnics (Per hour)	Hourly	\$201	\$254	(\$53)
<b>Fire Hydrants</b>				
Fire Hydrants and Valves (Use other than Fire Suppression purposes)	Flat	\$403	\$636	(\$233)
Hydrant Water flow testing	Flat	\$453	\$763	(\$310)
Private Fire Hydrant System Inspections	Flat	\$403	\$636	(\$233)
Flammable Combustible Liquids - See Appendix Chapter 1, Section 105.6.16 (Items 1-10)	Flat	\$604	\$954	(\$350)
Floor Finishing/Surfacing Operations (exceeding 350 sq. ft. and using Class I or Class II liquids)	Flat	\$604	\$1,017	(\$413)
Fruit & Crop Ripening Facilities (use with ethylene gas)	Flat	\$604	\$1,017	(\$413)
Hazardous Materials Storage	Flat	\$604	\$954	(\$350)
High Piled Combustible Storage and Warehousing (Including Idle Wood/Plastic Pallets)	Flat	\$604	\$954	(\$350)
Hood and Duct - Non-public assembly occupancies with less than 50 people occupancy and where no other permits are required	Flat	\$302	\$509	(\$207)
Hot Works Operations	Flat	\$302	\$509	(\$207)

<b>Fee Name</b>	<b>Unit</b>	<b>Current Fee</b>	<b>Total Cost</b>	<b>Difference</b>
Liquefied Petroleum Gases - Store, use, handle, dispense (>125 gallons and <499 gallons)	Flat	\$302	\$509	(\$207)
Lumber Yards & Woodworking Plants (storage and/or processing of lumber exceeding 100,000 board ft.)	Flat	\$604	\$954	(\$350)
Magnesium Working (less than 10 lbs.)	Flat	\$604	\$1,017	(\$413)
Medical Gas	Flat	\$604	\$1,017	(\$413)
Miscellaneous Combustible Storage (in excess of 2,500 cu. ft.) (Including Idle Wood/Plastic Pallets)	Flat	\$604	\$954	(\$350)
Mobile Food Preparation Vehicles (Food Trucks)	Flat	\$151	\$318	(\$167)
Monitor Sprinklered Buildings that do not require additional fire permits	Flat	\$453	\$763	(\$310)
Motor Vehicle and/or Marine Fuel-dispensing Stations (includes flammable and combustible liquids: store, use, handle and dispense)	Flat	\$604	\$1,017	(\$413)
Open Flames and Torches	Flat	\$302	\$509	(\$207)
Organic Coatings: Manufacture more than 1 gallon per day	Flat	\$604	\$1,017	(\$413)
Ovens: Industrial, baking, or drying	Flat	\$302	\$509	(\$207)
Pallet Storage: Palletized packing or bin boxes Idle Wood / Plastic / Bin Boxes	Flat	\$302	\$509	(\$207)
<b>Place of Assembly</b>				
Occupant Load 50-300	Flat	\$403	\$509	(\$106)
Occupant Load 301-1,000	Flat	\$453	\$636	(\$183)
Occupant Load over 1,000	Flat	\$604	\$1,526	(\$922)
Plant Extraction Systems	Flat	\$906	\$1,526	(\$620)
Pyroxylin Plastics	Flat	\$604	\$1,017	(\$413)
Refrigeration Equipment (Ammonia, Freon, others)	Flat	\$604	\$1,017	(\$413)
Repair Garage and/or Service Garage (includes Cutting/Welding)	Flat	\$453	\$763	(\$310)
Self Storage - Mini Storage Facilities (With Private Hydrants and/or Monitored Sprinklers) - Per hour	Hourly	\$201	\$254	(\$53)
Spraying or Dipping - Flammable and/or Combustible Finishing	Flat	\$453	\$763	(\$310)
Temporary Membrane Structure, Tents & Canopies in excess of 400 sq. ft or canopies of 700 sq.ft.	Flat	\$503	\$763	(\$260)
Wood Products Storage: chips, hogged material, lumber, or plywood in excess of 200 cu. ft.	Flat	\$302	\$509	(\$207)
<b>OCCUPANCY INSPECTIONS</b>				
High-rise Building Inspections - Per Hour	Hourly	\$201	\$254	(\$53)
Multi-family Dwellings R-1, R-2 Occupancies (hourly)	Hourly	\$302	\$382	(\$80)
<b>State Facilities, State Required Pre-Inspection (Maximum Fee Amount Permitted Under State Health &amp; Safety Code Section 13235):</b>				
25 People or less	Flat	\$302	\$509	(\$207)
26 People or more	Flat	\$302	\$509	(\$207)
<b>State Licensed Care Facility Inspections:</b>				
Annual Inspection 6 or less clients	Flat	\$201	\$382	(\$181)
I-1 ,I-2 , I-3 , I-4 , R-2.1 , R-3 , R-3.1, R-4 Occupancies	Flat	\$604	\$954	(\$350)
<b>Special Events</b>				
Special Events - One Time	Flat	\$503	\$509	(\$6)
Special Events - Annual	Flat	\$503	\$509	(\$6)
Propane Permit - One Time (look at size limits)	Flat	\$252	\$254	(\$2)
Propane Permit - Annual	Flat	\$252	\$254	(\$2)
Food Trucks - Commercial Cooking Equipment (Annual)	Flat	\$252	\$254	(\$2)

Fee Name	Unit	Current Fee	Total Cost	Difference
Food Trucks - No Commercial Cooking Equipment (Annual)	Flat	\$151	\$170	(\$19)
TV / Film Set Inspection (hourly)	Hourly	\$302	\$509	(\$207)
<b>MISCELLANEOUS</b>				
Fire Hazard Violation (minimum)	Fine	\$403	\$509	(\$106)
Fire Code Violation (minimum)	Fine	\$403	\$509	(\$106)
Fire Investigation (hourly)	Hourly	\$201	\$254	(\$53)
Work without a permit	Fine			
Pre-Inspection	Flat	\$302	\$509	(\$207)
Resale Inspection	Flat	\$302	\$509	(\$207)
Pre-Consultation	Flat	\$201	\$254	(\$53)
Emergency Response	Actual Cost	Actual Cost		
Engine Standby	Actual Cost	Actual Cost		
Fire Watch	Actual Cost	Actual Cost		
Additional Plan Review - Hourly	Hourly	\$201	\$254	(\$53)
Additional Inspection - Hourly	Hourly	\$201	\$254	(\$53)
Additional Inspection - After Hours - Hourly	Hourly	\$234	\$317	(\$83)
Force Abatement of Property	Fine	Actual Cost + 15%		
Vacation Rental Inspections	Each	New	\$382	
Facility Use by the public	Flat	New	\$254	
Engine/Ambulance/Staff Stand By for events	Actual Cost	New		
<b>Fire Extinguisher Training</b>				
10 - 25 Employees	Flat	New	\$382	
26 - 50 Employees	Flat	New	\$1,017	
51 - 100 Employees	Flat	New	\$1,272	
100+ Employees	Flat	New	\$1,526	
<b>False Alarms</b>				
5th Alarm	Fine	Actual Cost		
Each Subsequent Alarm after 5	Fine	Actual Cost		

Overall, the Districts fees are not recovering the costs associated with providing application, permitting, and inspection services. On average, the District’s fees are recovering approximately 62% of the total cost to provide services. Under-recoveries range from \$53 to \$2,162. Under-recoveries are due to time estimate adjustments, as well as the inclusion of additional overhead associated with building and vehicle overhead.

There are four (4) fees (‘Sprinkler System – Residential – 13R – Inspection – Each additional unit’, ‘Sprinkler System – Residential – 13R TI – Inspection – Each additional unit’, ‘Sprinkler System – Commercial 13 – Commercial TI < 3 heads’, and ‘Annual Operational Fire Permit – Carbon Dioxide Systems for Beverage Dispensing’) that are recovering for more than the total cost. These overages range from \$21 to \$302 and are due to adjustments made to time estimate assumptions that better align with how services are now provided.

## Considerations for Cost Recovery Policy and Updates

Now that the District has documented information regarding the full cost of fee-based services, it should consider developing cost recovery policies, and mechanisms for updating or increasing fees annually. The following points provide an overview of policy and update considerations.

- **Adopt a Formal Cost Recovery Policy:** GFOA's best practices for *Establishing Government Charges and Fees* states that governmental entities should adopt formal policies regarding charges and fees which include the jurisdiction's intention to recover the full cost or partial costs of providing services, sets forth circumstances under which the jurisdiction might set a charge or fee at less than or more than 100% of full cost, and outlines the considerations that might influence the jurisdiction's pricing decision. Therefore, the Matrix Consulting Group strongly recommends that the Board adopt a formalized cost recovery policy for fire prevention services and fees. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources.
- **Adopt an Annual Fee Update / Increase Mechanism:** GFOA's best practices for *Establishing Government Charges and Fees* states that governmental entities should review, and update charges and fees periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates to avoid large infrequent fee increases. Utilizing an annual increase mechanism would ensure that the District receives appropriate fee and revenue increases that reflect growth in costs. Therefore, the Matrix Consulting Group recommends that the District utilize published industry economic factors such as regional Consumer Price Index (CPI) or cost of living adjustments to update fees annually, and conduct a comprehensive fee update every 3 – 5 years.

Developing a cost recovery policy and adopting annual fee increases will allow the District to ensure that any subsidies are clearly documented and that any fee increases are gradual and phased based upon annual increases.